

CHAPTER 11

CUSTOMER REQUIREMENTS

Section 11A—CHAPTER OVERVIEW AND GLOSSARY OF TERMS.

11.1. Chapter Overview and Glossary of Terms. Department of Defense (DOD) policy detailed in DOD 4140.1-R, *DOD Materiel Management Regulation*, requires each Military Service to “balance support goals and total materiel management costs in determining the best support alternatives for meeting customer needs.” To achieve this objective, it is important to use sound business practices in ensuring customer materiel requirements are correctly recorded and satisfied. Duplicate or invalid customer orders are inconsistent with DOD materiel support strategy. This chapter discusses the policies, processes, and procedures used in the Air Force retail supply system and customers to submit, process, communicate status, follow-up, modify, reconcile, and cancel customer requirements.

11.1.1. Chapter Organization. The remainder of this chapter is organized into three sections: Customer Request and Issue Requirements; Customer Backorder and Release Requirements; and Customer Bench Stock Requirements. Each section is constructed in the same manner. LRS/supply activity policies and processes are provided in the Section text. Procedures and processing instructions are provided in the attachments. **NOTE:** The first attachment in each section contains general procedures that apply to the entire section. When applicable, read those attachments first to gain a general familiarization of the procedures used in the retail supply system.

11.1.1.1. Section 11B – Customer Request and Issue Requirements. **Section 11B** details retail supply system policy and procedures for receipt and issue of customer requirements. The section begins with a discussion of the types of customer requests, request submission locations, and customer responsibilities concerning the preparation of requests. Next, retail Logistics Readiness Squadron (LRS)/supply activity and Global Logistics Support Center (GLSC) responsibilities are identified and discussed. After all responsibilities are identified, common data elements required on customer issue requests are discussed. We then discuss retail supply system processing and editing of customer issue requests concerning the issue of shelfstock and detail record items. The section wraps up with a discussion of the different output documents and the procedures required by customers to request *special* types of items.

11.1.1.2. Section 11C – Customer Backorder and Release Requirements. **Section 11C** explains how backorder requirements are established and released to the customer in the retail supply system. This section begins with general descriptive information about why, how, and when customer backorder requirements are established. Next, we identify and describe the different types of customer backorders, to include Mission Capable (MICAP) and Awaiting Parts (AWP) requirements. After a discussion of MICAP and AWP reporting requirements and associated transactions, this section identifies retail supply system procedures for follow-up and update of customer backorders. Next, we explain how backordered items are released to customers and the section wraps up with a discussion of customer backorder review, validation, and cancellation procedures.

11.1.1.3. Section 11D – Customer Bench Stock Requirements. **Section 11D** expands on the customer request concepts discussed in sections 11B and 11C to explain the policy and concept for customer Bench Stock requirements. This section provides a complete discussion of how customer bench stocks are established, including responsibilities for both Maintenance and LRS/supply activity personnel. The criterion for establishment of customer bench stocks is discussed, to

include demand and non demand-based consumption. This part of the section concludes with a discussion of establishing bench stock quantities through the use of Minimum Reserve Authorization (MRA), and Maximum Authorized Quantity (MAQ) variables. Next, items that are excluded from customer bench stocks are discussed, and the section concludes with a discussion of the customer bench stock review process.

11.1.2. Chapter 11 Glossary of Customer Requirement Terms. Common customer request, issue, backorder, and bench stock terms associated with the retail supply system are listed in [Attachment 11A-1](#). Use this attachment to assist in researching material contained throughout the chapter.

Section 11B—CUSTOMER REQUEST AND ISSUE REQUIREMENTS.

11.2. Section Overview. This section details retail supply system policy for identification, receipt, establishment, and methods of satisfying customer request and issue requirements. The section begins with a discussion of the types of customer requests, submission locations, and customer responsibilities concerning requests for items. Next, LRS/supply activity responsibilities are discussed along with internal retail supply system processing. We then discuss retail supply system edits concerning issue of items located on shelf stock and associated detail records. Lastly, different issue request output documents are discussed, along with the procedures required of customers to request special types of items.

11.2.1. Types of Customer Requests. Customer requests for items of supply are basic to the entire supply chain process. Normally, when Air Force customers require supplies or equipment items, they submit either *expedite* or *routine* issue requests. Expedite customer requests are for items which are urgently required by the customer to alleviate a work stoppage or potential mission degradation situation. Regardless of the type of customer need, certain requirements must be satisfied by both the customer and Supply to prepare and process customer issue requests. In general, the customer must identify specific data elements associated with the request such as, priority, item identification, job order number, etc. See [Attachment 11B-1](#) for more information concerning customer issue request types, submission locations, methods of submission, forms, and preparation responsibilities.

11.2.1.1. Expedite Customer Issue Requests (Delivery Priority 01 - 04). Expedite customer requests are normally processed as “Fill or Kill.” In other words, if the amount requested by the customer is not available in retail supply system on-hand stocks, the customer request is killed (suspended) so that it can be verified for back order to the source of supply, requested from another source, or cancelled by the customer. Expedite customer issue requests are used when materiel is required to satisfy mission requirements in a short period of time. The delivery priority (determined by the customer) is used to determine the maximum time (days) that may elapse from the time the LRS/supply activity receives the customer request until the materiel is physically received by the customer. Due to efforts to streamline delivery functions, each Major Command (MAJCOM) or installation may develop local procedures regarding delivery times and priorities, to include the establishment of specific delivery times for regularly scheduled routes. Common examples of expedite customer issue requests are Mission Capable (MICAP) and Awaiting Parts (AWP) item requirements. **NOTE:** All personnel involved with the receipt and processing of customer issue requests should be attuned to identify suspected priority abuses. Priority challenges, when warranted, will help reduce overall Air Force priority abuses and decrease total supply chain costs. It is *your* responsibility to challenge suspected priority abuses. However; it is the ultimate responsibility of the customer to exercise proper supply discipline by using the appropriate priority (determined by need) on issue requests.

11.2.1.1.1. Mission Capable (MICAP) Customer Requests. Mission Capable (MICAP) customer requests identify parts required at the base on a highest priority basis. MICAP customer requirements apply when materiel is needed to repair mission essential equipment. MICAP requirements dictate special methods and procedures be used to obtain items required by Air Force organizations to maintain mission capability. For this reason, all personnel involved in the management of MICAP customer requirements should be familiar with all applicable policies and procedures. Examples of MICAP customer requirements include parts required for: engines; aircraft; aerospace ground equipment (AGE), vehicles; and communications supplies and equipment. MICAP procedures should be used to satisfy customer requirements only after all efforts are made to resolve materiel shortage problems through *local* resources. When items to satisfy MICAP customer requests are not available, the requests are normally backordered in the retail supply system. See [Section 11C](#) for more information concerning MICAP backorder requirements.

11.2.1.1.2. Awaiting Parts (AWP) Customer Requests. Awaiting Parts (AWP) customer requests identify materiel needed to repair end-items that are designated as a high priority, although, not the highest priority. Each AWP customer request usually consists of expendable (bit and piece), and shop replacement unit (SRU) items required to repair a line replacement unit (LRU). When AWP customer requirements are requested, the end-item application must be entered on the AWP request. When items to satisfy AWP customer requirements are not available from retail supply system stocks, the requests are normally backordered in the retail supply system. See [Attachment 11B-11](#) for more information concerning processing AWP customer requests. See [Section 11C](#) and [chapter 10](#) for more information concerning AWP backorder requirements.

11.2.1.2. Routine Customer Requests (Delivery Priority 05 and Above). Routine customer requests are used for items needed on a recurring basis that do not normally cause any type of work stoppage or mission degradation. However, if routine requests are not satisfied by a time period dictated by the customer, routine customer requests may be upgraded to expedite requirements. Routine customer requests are normally for items needed at some future date, not mission-essential, and may be issued and delivered to the customer in a routine manner. Examples of routine customer requests may include paint products; rags needed for routine maintenance; furniture; pens; paper; and other assorted supplies and equipment. **NOTE:** The above examples are normally requested on a routine basis; however, these items may also be requested by the customer as expedite requirements based upon need date and mission requirements.

11.2.2. Customer Issue Requests for Expendable and Non-Expendable Items. For both expedite and routine customer issue requests, customers will require expendable and non-expendable items. The type of item normally dictates the submission location, forms, approval requirements, and request processing.

11.2.2.1. Request for Expendable Items. Customer issue requests for *expendable* items may be submitted to Customer Service in the LRS/supply activity by hand, mail, radio, telephone, intercom, teletype, terminal, or e-mail. Expendable items include consumable (ERRCD XB3), expendable equipment (ERRCD NF1), and recoverable (ERRCD XF3/XD2) items. Unless otherwise specified, most customer issue requests for expendable items will be prepared on AF Form 2005, Issue/Turn-in Request document. However, AF Form 1445 (Civil Engineering Materiel/Equipment List), letter, or email may also be used. **NOTE:** Spreadsheets may be used in lieu of individual AF Forms 2005 when it is more practical to do so and at the LRS/accountable officer's

discretion. For example, a spreadsheet might be used to document numerous requests from the same customer to meet a one-time mission requirement. If the spreadsheet option is elected, this chapter must be supplemented describing the criteria for use and processing instructions. Other LRS/supply activities responsible for receiving customer issue requests for supplies include: Bench Stock Support Section; Supply Points; Individual Equipment; and Retail Sales. See [Attachment 11B-1](#) for more information concerning the submission of customer issue requests for expendable items. See [Attachment 11B-2](#) for more information concerning customer issue request forms and the issue (ISU) input transaction format and processing instructions.

11.2.2.2. Request for Non-Expendable Items. Customer requests for *non-expendable* items may be submitted on AF Form 2005, AF Form 601 (Custodian Request), AF 1445, letter, or email. Non-expendable items include accountable equipment (ERRCD NF(*)/ND(*)) items. Non-expendable equipment items are normally not stocked in the LRS/supply activity. In other words, equipment items are normally ordered and supplied to customers with a valid authorization upon request. See chapter 22, [section 22B](#) for more information concerning equipment allowances and authorizations. Additionally, customer issue requests for non-expendable equipment items may include both accountable and non-accountable types of equipment. Different responsibilities and processes are involved based upon the type of equipment requested. See [Attachment 11B-1](#) for more information concerning customer requests for both accountable and non-accountable equipment items. See [Attachment 11B-3](#) for the non-expendable item issue (ISU) transaction format. See [attachment 11B-4](#) for additional information concerning equipment customer issue request coding requirements. Finally, refer to [Attachment 11B-20](#) for additional details about accountable and non-accountable equipment issues.

11.2.3. Quick Reference List (QRL) Items. Maintenance activities, supporting aircraft units containing nine or more aircraft of the same mission, design, and series (MDS), have the option to develop and maintain quick reference lists for replacement of repetitive customer issue requests for similar items. QRLs provide the capability to quickly submit customer issue requests for high demand/usage items supporting maintenance materiel requirements. See AFI 21-101 for maintenance procedures for printing, and maintaining QRLs. Operations Support personnel will: assist maintenance organizations in developing QRLs whenever possible; develop local programs to identify candidate high demand/usage items; and provide technical assistance whenever feasible. Lastly, at the request of the maintenance activity, Operations Support will provide assistance in the validation of item indicative data with the assistance of Records Maintenance personnel.

11.2.4. Common Issue Request Coding. Once customer issue requests are received and validated by the LRS/supply activity, completion of the request involves a variety of coding to specify: the requesting organization; priority of the request; end-item or system; and specific processing requirements or exception processing. The following paragraphs explain some of the common coding required to complete customer issue requests in the retail supply system.

11.2.4.1. Force Activity Designator (FAD). The force activity designator (FAD) is a one-position numeric character that may be entered on customer issue requests. The FAD signifies the relative order of importance of a supported organization requesting supplies and equipment items. Additionally, the retail supply system uses the FAD, in conjunction with the Urgency of Need Designator (UND), to determine the priority designator assigned to output requisition (A0(*)) transactions ([chapter 9](#)) used for customer backorders. The HQ USAF Program Document (short title PD) is the authority for FAD assignment for Air Force organizations, sections/elements, activities, and/or

projects. See [Attachment 11B-5](#) for more information concerning the assignment and use of FAD codes on customer issue requests.

11.2.4.2. Urgency of Need Designator (UND). The urgency of need designator (UND) is used to express varying degrees of urgency when operational effectiveness is impacted due to non-availability of requested materiel. In other words, the UND describes if the lack of materiel causes; mission impairment, mission prevention, work stoppage, work slow-down, or little impact at all. The UND is expressed in the first position of the Urgency Justification Code (UJC). **NOTE:** Three of the six UNDs will produce MICAP report transactions for backorders. See [Attachment 11B-6](#) for more information concerning the assignment and use of UNDs on customer issue requests. See [Section 11C](#) for more information concerning MICAP report transactions.

11.2.4.3. Urgency Justification Code (UJC). The urgency justification code (UJC) is a two-position combination that identifies the urgency of need (UND) for the customer and the specific type of requirement (justification) or end-item. Standard Air Force UJCs have been established for all customer issue requests. See [Attachment 11B-7](#) for more information concerning the assignment and use of the UJC on customer issue requests.

11.2.4.4. Demand Code. The demand code determines whether the requested items will be required by the customer on an initial, recurring, or non-recurring basis. This determination is very important because the retail supply system uses the results in the creation and modification of demand-based stock levels. The inappropriate use of demand codes can result in the creation of excess or insufficient base stock levels. For example, if the customer requests the same items on a recurring basis, the LRS/supply activity will store the demand data and stock the item for future requirements accordingly. Conversely, if the item is required by the customer as a one time, non-recurring need, the LRS/supply activity would not stock the item since it may never be required by the customer in the future. The demand code is only one of many variables used in the creation of demand-based stock levels, but is one of the most important. For more information concerning the demand code and the results on demand-based stock levels, see chapter 19, [section 19B](#). In some cases, the demand code also determines if due-in-from-maintenance (DIFM) detail establishment and control is warranted. See [Attachment 11B-8](#) for more information concerning the assignment and use of demand codes on customer issue requests.

11.2.4.5. Transaction Exception (TEX) Code. Transaction exception (TEX) codes are used to identify specific situations or exception processing required on customer issue requests. TEX codes cover a wide array of processing topics such as reimbursement, automatic replenishment, requisitioning, backorders, substitute item issues, fill or kill processing, post-post processing, and printing of output DD Form 1348-1A issue documents. See [Attachment 11B-9](#) for more information concerning the assignment and use of TEX codes on customer issue requests.

11.2.4.6. Mark-For Field. The mark-for field is used for a variety of purposes on customer issue requests. Mark-for requirements are normally based upon the type of maintenance organization and/or the type of item being requested. The mark-for is also used to further identify and specify end-item applications. Examples of mark-for requirements are: tail number; standard reporting designator (SRD); job order number (JON); individual name; warranty date; work unit code (WUC); and vehicle registration number. See [Attachment 11B-10](#) for more information and processing instructions concerning mark-for requirements on customer issue requests.

11.2.5. Retail Supply System Processing of Customer Issue Requests. All customer issue requests are edited for completeness and correctness by the retail supply system. Numerous edits are applied

including: available assets; master and interchangeable assets; different units of issue; activity codes; document numbers; etc. Retail supply system processing edits are also based upon whether the assets are warehoused or located on detail records as follows:

11.2.5.1. Issue of Stocked Items in Warehouse Locations. Under normal conditions, the retail supply system will issue the number of items for the requested stock number to the customer if assets are available, and no other exception processing is required. However, there are conditions where the system will issue other than requested assets when requested assets are not available, and other acceptable assets exist. If customer issue requests can be satisfied from stocked (warehoused) items, a customer issue request for expendable or non-expendable item (ISU) transaction must be prepared and processed in the retail supply system. See [Attachment 11B-11](#) for more information and processing instructions concerning retail supply system processing of customer requests for warehoused assets.

11.2.5.2. Issue of Items Managed on Retail Supply System Detail Records. In some cases, whether the customer request is expedite or routine, available assets may be managed on, and issued from, retail supply system detail records such as; Mission Support Kit (MSK), Mobility Readiness Spares Package (MRSP), In-Place Readiness Spares Package (IRSP), or Supply Point detail records. When detail record items are the only assets available for issue, the item(s), and based upon the priority of the customer request, two results are possible. First, items may be turned into the LRS/supply activity for subsequent issue to the customer by processing a turn-in (TIN) transaction (chapter 13, [section 13B](#)). Second, under certain conditions, the retail supply system will automatically issue items directly from detail records. To manually issue items from retail supply system detail records, an issue from detail record (MSI) transaction must be prepared and processed in the retail supply system. See [Attachment 11B-12](#) for more information concerning automatic and manual issues from retail supply system detail records. See [Attachment 11B-13](#) for the issue from detail record (MSI) input transaction format and processing instructions. **NOTE:** Unless overrides are applied, issues to replenish detail record balances are automatically processed by the retail supply system. See [Attachment 11B-21](#) for more details.

11.2.6. Customer Issue (DD Form 1348-1A) Output Document. When customer requests are satisfied via the issue of available assets in the retail supply system, whether from warehouses, detail records, or for an already established customer backorder, an output issue document is produced. The output issue document (DD Form 1348-1A) is primarily used to pull the item from LRS/supply activity stocks, identify special processing requirements, obtain signatures confirming customer receipt, and satisfy audit trail requirements. See [Attachment 11B-14](#) for the DD Form 1348-1A issue document output format. See [Attachment 11B-15](#) for more information concerning DD Form 1348-1A document flow and processing instructions.

11.2.7. Common Issue Processing Management Notices. During issue request processing, the retail supply system may provide management notices to assist in the completion of the customer request. Common management notices produced from issue processing include: other available assets; memo backorder (due-out) establishment; exception processing requirements; requisitioning actions; and successful issue completion. See [Attachment 11B-16](#) for output formats and processing instructions for common customer issue request management notices.

11.2.8. Financial Error Correction for Customer Issue Requests. During issue processing in the retail supply system, it is possible for requesting organization financial accounts to be overcharged or undercharged. This normally occurs when item costs have been erroneously assigned or changed on retail supply system item records. Customers should check the Daily Document Register (D04) and

PFMR/OCCR Update and Reconciliation Listing (D11) daily to detect financial errors. See chapter 5, [section 5B](#) for additional details concerning D04 and D11 reports. When financial errors are discovered, and the customer is not at fault, the customer may request reverse-post action to correct the error. After reverse-post processing has occurred, the item will be re-issued to the customer with the correct price. See [chapter 16](#) for more information concerning reverse-post (RVP) transaction processing. **NOTE:** Reverse-posting is limited to financial errors detected in the current fiscal year.

11.2.9. Customer Issue Request Exception Processing. There are items and situations where special materiel handling or management attention is required to successfully fulfill customer issue requests. The retail supply system uses issue exception (IEX) codes to: identify special conditions required; control the issue of certain items; ensure limited stocks are used to the best advantage; retain certain items required for stand-by specific positions; and to advise when additional processing must be accomplished. See [Attachment 11B-17](#) for a list of approved issue exception codes and processing instructions.

11.2.10. Customer Issue Requests for Special Type Items. There are numerous categories of items and circumstances where normal (automated) retail supply system issue procedures do not apply. Examples include: medical items; reduced price items; health hazard items; forms; local manufacture items; non-listed items; and rubber stamps that require special issue procedures. See [Attachment 11B-18](#) for detailed procedures and processing instructions required to process issues to customers for *special* types of items or conditions.

11.2.11. Customer Issue Requests for Unserviceable Items. Under certain circumstances, customers may request issue of unserviceable items managed on retail supply system unserviceable detail (R920) detail records. When requested, special issue procedures and coding are required. See [Attachment 11B-25](#) for details.

Section 11C—CUSTOMER BACKORDER AND RELEASE REQUIREMENTS.

11.3. Section Overview. In this section, the policies, processes, and procedures used to establish, manage, and release customer backorder requirements are discussed. Customer backorders are established in the retail supply system when requested assets are not available to meet customer requirements. Once established, customer backorders are managed in the retail supply system through the use of due-out detail records that are used to track relevant information associated with a customer backorder. Once backordered assets are received, the items are released to the customer. This section describes general backorder types, followed by discussions of back order creation, review (including follow-up, modification, and cancellation), validation, and due-out release to the customer. In addition to the basic backorder management practices, additional information is included related to the establishment of high priority Mission Capable (MICAP) and Awaiting Parts (AWP) customer backorder requirements.

11.3.1. Types of Backorders. Backorders in the retail supply system can be divided into two general categories: (1) internal retail supply system; and (2) customer backorders. Internal retail supply system backorders are used to replenish shortages in secondary inventory segments such as supply points and war reserve materiel (WRM). As previously stated, customer backorders are created when insufficient stocks are available for issue upon customer request, and are managed internally by the retail supply system using due-out detail records. Due-out detail records are considered a “rain-check” that is created for the customer when an unsatisfied customer issue request is placed on Supply.

11.3.2. Backorder Priorities to include NWRM. Customer backorders established in the retail supply system may be prioritized by the customer as *expedite* and *routine*.

11.3.2.1. Expedite customer backorders. Expedite backorders are established when materiel is not available for issue, and required by the customer to satisfy mission requirements in a short or expedited period of time. The delivery priority received from the customer on issue requests is used to determine the maximum number of days that may elapse from the time the LRS/supply activity receives the customer request until the materiel is physically received by the customer. See [Section 11B](#) for more information concerning delivery priorities. Examples of expedite customer backorders include Mission Capable (MICAP); Awaiting Parts (AWP); and normal expedite (non-MICAP and non-AWP). MICAP customer backorders acquire materiel needed to repair mission essential equipment of the highest priority. AWP customer backorders acquire materiel needed to repair high priority, but non-MICAP, unserviceable items. Expedite backorders are appropriate when needed materiel causes the customer a work stoppage or negatively impacts the mission.

11.3.2.2. Routine customer backorders. Routine customer backorders are established when materiel is not available for immediate issue, but support general requirements not negatively impacting the customer's mission. Additionally, routine customer backorders may be delivered to the customer in a routine manner. Examples of routine backorders include rags, furniture, pens and paper, and other non-essential types of supplies and equipment items. **NOTE:** The above examples are normally requested and/or backordered on a routine basis. However, backordered requirements for these types of items may be upgraded to expedite requirements based upon need date and mission requirements.

11.3.3. Firm/Memorandum (Memo) Customer Backorders. A customer backorder (due-out), regardless of the type (expedite/routine) of requirement, is established in the retail supply system when requested materiel is not available to satisfy customer need. The retail supply system performs numerous edits on backorder requirements and determines whether or not the requirement will be requisitioned from the source of supply. When requisition transactions are created, *firm* customer backorders are established. When the retail supply system or management determines no requisitioning action should be taken, a *memorandum* (memo) customer backorder is created.

11.3.3.1. Firm customer backorders. Under normal circumstances, when requested materiel is not available to satisfy customer need, firm customer backorders are created and requisitioning action taken. A firm customer backorder (due-out) denotes retail supply system requisitioning action to fill the requirement. In other words, a requisition (A0(*)) transaction has been submitted to the source of supply to satisfy the customer request. See [chapter 9](#) for additional information concerning the requisitioning process. There are circumstances when submitting a requisition to a source of supply is inappropriate. In these cases, a memo customer backorder is created.

11.3.3.2. Memorandum (memo) customer backorders. A memo customer backorder (due-out) indicates requisitioning action to fill the customer requirement has not been taken. Examples of when the retail supply system automatically creates memo backorders (due-outs) include customer funds expired, Supply Point and WRM kit replenishments, and when requested items contain some sort of restriction and contain a requisition exception (REX) code. Additionally, memo customer backorders can be created manually using a transaction exception (TEX) code on the customer issue request. Refer to [Attachment 11B-9](#) for an explanation of TEX codes used on customer issue requests. [Attachment 11C-1](#) describes in greater detail when memo customer backorders are created in the retail supply system.

11.3.4. Retail Supply System Backorder Edits. The retail supply system performs a funds availability edit against the requesting organization's project funds management record (PFMR) when a back-

order is to be established with obligated customer funds. Organizational funds are obligated to fund retail supply system backorders if the requested items are contained in the Material Support Division (MSD), or General Support Division (GSD) of the Air Force Supply Management Activity Group (SMAG). Refer to volume 2, [part 10](#) for retail supply system due-out detail record obligation procedures. **NOTE:** Fund availability edits are not performed in some circumstances. See [Attachment 11B-9](#) for more details.

11.3.5. Backorder (Due-Out) Cause Code Assignment. The retail supply system assigns backorder (due-out) cause codes to each customer backorder to assist management with decisions associated with retail stockage policy. The cause code provides valuable information to target improved management practices when necessary. Assignment of backorder (due-out) cause codes are based upon whether the items are *stocked* (demand-based stock level) or *non-stocked* items. Refer to [Attachment 11C-2](#) for detailed explanations of stocked and non-stocked backorder cause codes. See chapter 19, [section 19B](#) for an explanation of demand-based stock level computations.

11.3.6. Mission Capable (MICAP) Backorders. Mission Capable (MICAP) customer backorders are the highest form of expedite backorder established in the retail supply system. MICAP customer backorders are established when the lack of requested item(s) negatively impacts the mission of the organization, unit, or wing. Therefore, MICAP backorders require special processes to ensure customer backorders are afforded the highest level of visibility and management attention. MICAP conditions require intense scrutiny and verification to ensure item shortages are satisfied locally by all means possible prior to backorder establishment. **NOTE:** As a general rule, the only legitimate causes for establishment of a MICAP customer backorder is either the depth of stock is insufficient (or not authorized) to meet mission requirements, or local repair constraints exist for items authorized base repair. The MICAP backorder processes normally begins with *fill* or *kill* processing of customer issue requests. If the issue request fills (available), the requested item is automatically issued to the customer from Supply stocks (see [Section 11B](#)). If the issue request kills (non-available), verification of the urgency of need (UND) and mission impact must be accomplished with the customer. See section 11B, [Attachment 11B-6](#) for more information concerning correct assignment of the UND to customer issue requests.

11.3.6.1. Verification of MICAP customer requests. The requesting maintenance support section is responsible for performing MICAP verification. MICAP verification includes, but is not limited to ensuring an exhaustive search for available base stocks and a negative mission-impacting condition exists before a MICAP backorder is established in the retail supply system. Verification is first performed by determining the availability of assets such as substitute, time change; time change technical order (TCTO), bench stock, war readiness materiel (WRM), mobility and in-place readiness spares package (MRSP/IRSP), special purpose authorized maintenance (SPRAM), supply point, or component parts/repair list items. If suitable assets are available for issue, action is taken to satisfy the customer's requirement. If assets are not available for issue, cannibalization of serviceable items from another unserviceable end-item should be considered. If cannibalization is not possible or feasible, MICAP verification should also assess the possibility of priority repair of unserviceable assets in the maintenance repair cycle (DIFM), or determine if a next higher assembly (NHA) is available for issue. **NOTE:** A verified MICAP condition will be confirmed at base level *only* after Maintenance ensures the end-item is not mission capable, and both Supply and Maintenance personnel verify that the requirement cannot be satisfied from base resources. Once all MICAP verification actions are completed, the MICAP customer request may be backordered. MAJCOMs may supplement the MICAP verification process as required.

11.3.6.2. Establishing MICAP backorders. When requested item(s) are not available from base resources, a MICAP condition can be confirmed and the customer requirement backordered. To establish a backorder, the original customer issue request (ISU) transaction will be reprocessed by maintenance support section with associated MICAP codes and the appropriate urgency justification code (UJC). See section 11B, [Attachment 11B-2](#) for the requirements necessary to complete MICAP customer issue requests and establish MICAP backorders. See [Attachment 11B-7](#) for the correct application and usage of the MICAP UJC and corresponding codes. **NOTE:** For bases operating under the Global Logistics Support Center (GLSC) concept and after verification is completed, each MICAP customer issue request is reprocessed with TEX 7 to establish a memo due-out. The GLSC function will subsequently source, requisition, and report base MICAP requirements. For the customer requirement to be considered a valid MICAP requirement, the standard reporting designator (SRD) of the supported end-item must be considered MICAP-reportable. See [volume 1, part 1, chapter 2](#) for more information. At base level, the INTEGRATED MAINTENANCE DATA SYSTEM CENTRAL DATABASE (IMDS CDB) provides an SRD table of approved end-items and systems considered MICAP-reportable.

11.3.6.2.1. High Priority Order Management. ES-S supports the near real-time management, sourcing, and monitoring of all SBSS MICAP orders. MICAP (and other high priority order) records within the SBSS are periodically (automatically) synchronized with the ES-S database. ES-S provides several "reports" to assist with the management of high priority orders. Users can search for and select the desired order and the system will display the order detail information (item record, due-out, due-in, events/bullets, etc.) for the order selected. Authorized users can also process selected transactions against the orders (including manually sourcing orders from other SBSS accounts). More information on this feature can be found in Chapter 10 of the ES-S User's Manual.

NOTE: ES-S extends this capability to support the same intensive management of other high priority (AWP, JCS/Contingency project coded, and FSL project coded) orders.

11.3.6.2.2. Maintenance support section will complete the verification process in ES-S for both TEX "7" and TEX "M" aircraft, space, missile systems and contingency backorders. Ensure all pertinent data (part number, TO, figure, index, Vehicle Identification Number, make, model, manufacturer, etc.) is included. Once the order is verified in ES-S the GLSC will be notified of the backorder via the New Order alert feature in ES-S. Maintenance support section will input non-aircraft and non-contingency backorders into the SBSS with TEX "M" in cc 51 and then complete the verification process in ES-S. Ensure all pertinent data (part number, TO, figure, index, VIIN, make, model, manufacturer, etc.) is included. Once the order is verified in ES-S the GLSC will be notified of the backorder via the New Order alert feature in ES-S. **NOTE:** For units supporting a Chairman Joint Chiefs of Staff (CJCS) operation, ensure an approved CJCS project code is used.

11.3.6.2.3. NEXRAD Procedures.

11.3.6.2.3.1. Input next generation radar (NEXRAD) MICAP requests into SBSS only with a TEX "X" in cc 51, FAD code "2" in cc 53, MICAP flag "N" in cc 54, and UJC 1C/JC in cc 65-66 unless the SBSS is inoperable.

11.3.6.2.3.2. If the SBSS is inoperable, requirements will be called into the LRS Supply Customer Service Element or handled according to local instructions and input into SBSS with TEX "7" when the SBSS becomes operable.

11.3.6.2.3.3. Customers (Air Force units, contractors) will notify the GLSC MICAP Element of all NEXRAD MICAP incidents (normal in-line, post-post, and after-hours).

11.3.6.2.4. GLSC MICAP support for NEXRAD items is as follows:

11.3.6.2.4.1. For reparable items managed by the National Weather Service (NWS), MICAP requirements must be processed in-line. The requisition will go to OO-ALC (Ogden) which is the Secondary Inventory Control Activity (SICA). The requisition will be funded by OO-ALC and forwarded to the Primary Inventory Control Activity (PICA), G13.

11.3.6.2.4.2. For all DLA managed requirements, the MICAP controller will check for asset availability at the respective DLA ESOC (S9C/S9E/S9I). If assets are available, the MICAP controller will call the requirement in to the appropriate DLA ESOC. If no assets are available, the MICAP controller will check the NWS website (E:\Local Settings\Temporary Internet Files\Documents and Settings\carl.robinson\Local Settings\Temporary Internet Files\OLK1A\www.casc.noaa.gov\nlsc\nlsc_index.htm) for asset availability. If assets are available at G13, the MICAP controller will contact DLA ESOC and inform the representative assets are available at G13 and they should process "BM" status to pass the requirement to G13 Post-Post NEXRAD MICAP support:

11.3.6.2.4.3. GLSC MICAP personnel will assign an off-line requisition number.

11.3.6.2.4.4. For NWS managed reparable items the MICAP controller will call the requirements into the OO-ALC 24-hour customer service center at DSN 777-7163. The MICAP controller must ensure the correct supplementary address is given and inform the OO-ALC customer service representative the requirement is for a NEXRAD emergency and to process "BM" status to pass the requirement to G13.

11.3.6.2.4.5. For consumable items, the MICAP controller will check for asset availability at the respective DLA ESOC (S9C/S9E/S9I/SMS). If assets are available, the MICAP controller will call the requirement into the appropriate DLA ESOC. The MICAP controller must ensure the correct supplementary address is given and inform the ESOC representative the requirement is for a NEXRAD emergency. If no assets are available, the MICAP controller will check the NWS website for asset availability. If assets are available at G13, the MICAP controller will contact DLA ESOC with offline requisition information and inform the ESOC customer service representative assets are available at G13 and to process "BM" status to transfer the requisition to G13.

11.3.6.2.4.6. When the SBSS is back in-line, the CAF 735 SCMG MICAP controller will process a TRIC: "SPR" to load the off-line requisition number to prevent any delay in processing the receipt.

11.3.6.3. MICAP reporting system (D165B). Base MICAP report (B9M) transactions identify MICAP start, stop, and change incidents daily to the D165B system. The D165B system is located at Oklahoma Air Logistics Center (OC-ALC), and provides data to assist in the preparation of comprehensive statistical studies and analyses for congressional committees, DOD, Air Staff, and all levels of management. The D165B system provides all levels of management necessary data for timely and effective MICAP item management, and a method to identify and isolate causes for exception management. The MICAP reporting system identifies the most significant item(s) contributing to world-wide MICAP incidents, and provides the visibility required to

restore aerospace vehicles or end-items of equipment to a state of operational readiness. The D165B system is a main source of data for ensuring all base MICAP requisitions and report transactions are valid. See [volume 1, part 1, chapter 2](#) for more information concerning the MICAP reporting system.

11.3.6.4. Alternative methods to satisfy MICAP backorders. MICAP backorders are normally satisfied by items being received from the source of supply and released to the customer. However, other methods to satisfy MICAP customer backorders exist. For example, secondary locations other than the source of supply (lateral), turn-in of available WRM assets, cannibalization action, repair of an unserviceable item from the base repair cycle, or cancellation of the MICAP backorder per customer request or from the source of supply. Regardless of the method, when a MICAP customer backorder is satisfied, a MICAP report (B9M) transaction with the appropriate MICAP delete code is produced and a MICAP suspense detail record is created. See [Attachment 11C-5](#) for more information concerning MICAP delete codes.

11.3.6.4.1. Lateral support. Air Force policy allows for lateral support, or the shipment of assets from another base, to satisfy MICAP customer backorders. However, GLSCs must follow established Air Force sourcing policies dependent upon the location of the requesting maintenance support section. See [Attachment 11C-6](#) for more information concerning the procedures used to apply Air Force sourcing logic to satisfy MICAP requirements through lateral support. For example, Continental United States (CONUS) bases will requisition to satisfy MICAP backorders from the source of supply first. Conversely, outside CONUS, or OCONUS bases laterally source MICAP requirements in or near the requesting theater *before* submitting a requisition (A0(*)) transaction to the source of supply. Caution: Air Force policy states source of supply *and* lateral support requisitions will not be active at the same time to satisfy the same MICAP requirement.

11.3.6.4.2. Cannibalization actions. Cannibalization is the authorized removal of specific components from one item of Air Force property for installation on another item of Air Force property to meet high priority requirements. Cannibalization actions may be used to prevent, terminate, and/or transfer base MICAP conditions, however; numerous or repeated cannibalization actions may aid in the diagnosis of Supply support problems. Additionally, cannibalization action always incurs the obligation of replacing the removed components. The maintenance support section will report cannibalization actions as directed in [volume 1, part 1, chapter 2](#). See [Attachment 11C-3](#) for NOR transaction format and cannibalization processing instructions. See [Attachment 11C-7](#) for more information concerning the procedures used to process and report cannibalization actions.

11.3.6.4.3. Automatic WRM withdrawals. When WRM materiel is available to prevent MICAP conditions, automatic withdrawals are performed by the retail supply system. The customer issue (ISU) request transaction is automatically reformatted to an issue from detail (MSI) transaction and processed. See section 11B, [Attachment 11B-13](#) for MSI transaction format and processing instructions. When this occurs, the retail supply system will withdraw assets below the required WRM kit fill rate. **NOTE:** Issue requests should not be processed with a MICAP UJC prior to receiving an I023, Other Asset Data Management Notice. Normal automatic withdrawal action will result in a MICAP report (B9M) transaction with delete code 7 and advice code W. **NOTE:** If a MICAP condition is prevented by automatic high priority mission support kit (HPMSK) withdrawal, the retail supply system considers the MICAP incident satisfied from base stocks. In this situation, a MICAP report (B9M) transac-

tion will be created with delete code 6 and advice code W. See [Attachment 11C-5](#) for more information concerning MICAP delete and advice code assignment.

11.3.6.4.4. Manual WRM withdrawals. When WRM materiel becomes available to satisfy established customer MICAP backorders, manual withdrawal (turn-in) of WRM materiel is permitted. See chapter 13, [attachment 13B-1](#) for turn-in (TIN) transaction format and processing procedures. Upon successful TIN transaction processing, the retail supply system generates a due-out release (DOR) output document to issue the requested property.

11.3.6.4.5. Turn-in of serviceable assets. Part of MICAP verification should include a check of unserviceable assets in the base repair cycle. Maintenance should be contacted to determine potential repair action prior to the establishment of a MICAP condition. During the life cycle of some MICAP incidents, unserviceable items may be repaired by base maintenance and turned back into Supply in a serviceable condition. When this occurs, and a MICAP customer backorder exists, the serviceable asset will be automatically released (DOR) to the customer. **NOTE:** A large number of MICAP terminations due to repaired assets should be analyzed to determine why MICAP occurrences are being satisfied with base assets *after* MICAP backorders have been established.

11.3.6.5. MICAP termination. A MICAP condition is terminated at the time of receipt and due-out release to the customer, due-in or due-out cancellation, or downgrade to a non-MICAP condition. The retail supply system writes a corresponding transaction history record and establishes a MICAP/AWP suspense detail record (type Y detail). The MICAP/AWP suspense record ([part 4, chapter 8, attachment 8A-28](#)) is retained in the retail supply system for 90 days to provide automated responses to HQ AFMC interrogation and error transactions. **NOTE:** Maintenance support section is responsible for all MICAP due-out cancellations, upgrades or downgrades. AFGLSC will cancel any due-ins no longer required to satisfy an active MICAP condition.

11.3.6.6. MICAP interrogation/error (B9(*)) transactions. The MICAP/AWP reporting system sends MICAP interrogation (B91/B92/B93) and error (B94) transactions to bases when additional information is required, mismatches occur, or errors are identified on base MICAP report (B9M) transactions. When possible, responses to MICAP interrogation/error transactions are produced automatically by the retail supply system. Otherwise, I-series management notices or reject notices are produced. See [Attachment 11C-9](#) for MICAP interrogation/error transaction receipt and reply procedures. See [Attachment 11C-10](#) for a list of MICAP error codes used on MICAP error (B94) transactions. To limit D165B interrogation and error transactions as much as possible, the retail supply system performs edits against established MICAP data. See [Attachment 11C-11](#) for more information. **NOTE:** GLSC will reply to all D165B interrogations not automatically corrected by retail supply system and clear all rejects.

11.3.6.7. Transient aircraft MICAP procedures. Aircraft belonging to Air Mobility Command (AMC) or Air Force Special Operations Command (AFSOC) that create MICAP conditions at transient locations will be supported by the local LRS/supply activity. There are different support strategies involved depending upon availability of home base assets, deployment of home base maintenance team and whether the transient location contains a stock record account number (SRAN). See [Attachment 11C-12](#) for more information concerning transient aircraft MICAP support.

11.3.6.8. Local manufacture MICAP procedures. Under certain conditions, MICAP requirements may be satisfied locally by manufacturing the required item(s) using base resources and

assets. Special procedures have been established for MICAP local manufacture backorder and parts requirements. See [Attachment 11C-13](#) for more details.

11.3.6.9. Government Purchase Card (GPC) MICAP Procedures: In some instances the Weapon Systems Program Director (SPD) may approve GPC purchases for centrally managed XB/XF items related to weapon systems. In this case, the customer must obtain approve (e-mail, fax, message) from the responsible SPD for authority to purchase the item from an approved qualified vendor using the GPC. SBSS Due-ins will be cancelled upon notification of the approval. Due-outs will be cancelled upon verification of property receipt. Process DOC with TEX code 9 to capture demand data in SBSS. To capture demand data in DLAs system, process a Demand History Adjustment via EMALL for the quantity procured local purchase. Note: Budget code 8 XD items which include depot/organizational level reparable items will not be purchased with GPC.

11.3.7. Awaiting Parts (AWP) Customer Backorder Requirements. Awaiting Parts (AWP) customer backorders are requirements for component parts necessary to repair unserviceable repair cycle items. Similar to MICAP customer backorders, AWP customer backorders require additional management attention and special handling procedures to provide proper visibility of unserviceable end-items. **NOTE:** Failure to properly manage AWP customer backorders may ultimately lead to increased MICAP incidents. For this reason, procedures such as checklists and special reporting also apply to base AWP conditions. General AWP processing procedures are located in [Attachment 11C-14](#).

11.3.7.1. AWP management responsibilities. AWP management is a joint responsibility between LRS and GLSC. The LRS Commander/accountable officer appoints primary and alternate AWP monitors to manage the wing/base AWP program. All wing/base AWP monitors must attend repair cycle training (Supply Course - Block IIB) within 30 days of appointment and be certified in AWP management core tasks. This certification will be documented in the career field education and training plan (CFETP). All maintenance activities, including munitions maintenance, must be notified of the identities of wing/base AWP monitors. **NOTE:** It is highly recommended that maintenance squadrons appoint individuals at the unit level to manage their own individual AWP program. If unit level AWP monitors are appointed, they are also required to attend Supply Course - Block IIB training. Wing/base AWP monitors must be readily available to all unit AWP monitors to assist in the management of their programs. To ensure a viable AWP program, each LRS should conduct a semiannual surveillance of the wing/base AWP program, to include appointment and training of monitors.

11.3.7.2. AWP checklist. The use of an AWP checklist is mandatory for both LRS and GLSC AWP monitors. The checklist should be used to satisfy customer requests for repair parts prior to backorder to repair unserviceable items. The checklist encompasses research actions, cannibalization action, follow-up, and lateral support in an effort to satisfy AWP backorders. See [Attachment 11C-15](#) for more information concerning the use and content of AWP checklists. The AWP checklist provides a ready reference for monitoring and managing active AWP customer backorders. **NOTE:** The MAJCOM and/or LRS Commander/accountable officer may supplement the procedures in this chapter to ensure a viable AWP program.

11.3.7.3. Special AWP procedures. Special procedures have been established concerning AWP bit and piece procurement, end-item storage, requisition action, rejects, end-item evacuation, cross-cannibalization, and retail supply system internal processing. See [Attachment 11C-16](#) for more information.

11.3.7.4. AWP Report Transactions. AWP component parts and associated end-item DIFM status are reported to HQ AFMC via AWP report (XE7/XE8/XE9/XEX) transactions. Individual AWP report transactions provide status, acknowledge receipt, request disposition instructions, and provide a means of interrogation for HQ AFMC. Each AWP report transaction is described in detail in [Attachment 11C-17](#).

11.3.7.5. AWP start/stop (B9A/B9B) transactions. An AWP stop/start (B9A/B9B) transaction is produced for HQ AFMC whenever an AWP requisition, due-out cancellation, change of UJC to/from AWP, or a due-out release action occurs. The reporting period starts at the time of AWP requisition and stops at the time of AWP termination. AWP termination may result from the item being due-out released, downgraded, canceled, or cannibalized from another end-item. Refer to [Attachment 11C-18](#) for AWP start/stop (B9A/B9B) transaction format and processing instructions.

11.3.7.6. AWP termination. When the AWP customer backorder (due-out) is satisfied, the retail supply system creates an AWP stop (B9A/B9B) transaction and MICAP/AWP Suspense (MAPS) detail record (Y type detail) for the original due-in document number linked to the AWP customer backorder. The MAPS record is used by the AWP monitor as an historical document and for research purposes, and is deleted when the record is more than 90 days old. See [Attachment 11C-4](#) for more information.

11.3.7.7. AWP error (B96) and interrogation (B97) transactions. Base AWP error (B96) and interrogation (B97) transactions are received from HQ AFMC and processed in the retail supply system without manual intervention. When possible, the retail supply system provides for automated error correction and re-reporting. See [Attachment 11C-19](#) for error and interrogation transaction formats and processing instructions. Retail supply system processing of AWP error and interrogation transactions will produce either an AWP start or stop transaction; I-series management notice; or a 260 reject. See [Attachment 11C-20](#) for detailed procedures to respond to AWP error and interrogation transactions. See [chapter 7](#) for more information concerning 260 rejects and I-series management notices.

11.3.8. Due-Out Release (DOR) of Customer Backorders. When serviceable assets become available to satisfy customer backorders, the retail supply system formats and processes a due-out release (DOR) transaction, decrements the serviceable (or detail record) balance, writes a transaction history record, and produces a DD Form 1348-1A output document to provide the assets to the customer. See [Attachment 11B-15](#) for the DD Form 1348-1A (DOR) output document. **NOTE:** DOR processing in the retail supply system is normally automatic. However, there are times when manual or *forced* due-out release processing is required. See [Attachment 11C-23](#) for more information and processing procedures for both automatic and forced due-out release.

11.3.8.1. Automatic due-out release. Normally, when a serviceable item is received or turned in, and the item record serviceable balance is increased, the retail supply system automatically releases the serviceable asset to fill a customer backorder. In some cases, different base customers may use the same item. Therefore, there may be multiple customer backorders (due-out detail records) for the same item in the retail supply system. For this reason, Air Force policy specifies due-out release sequencing of customer backorders. To ensure proper release, the retail supply system assigns a type due-out code to each customer backorder for use in conjunction with the force activity designator (FAD) and urgency justification code (UJC). See [Attachment 11C-21](#) for more information concerning the type due-out code. See [Attachment 11C-22](#) for the due-out

sequence of release table. Under ordinary circumstances, the due-out sequence of release table will be used to release property to satisfy customer backorders.

11.3.8.2. Manual (forced) due-out release. If desired, automatic release of high priority items can be prevented. When this occurs, the serviceable assets available have to be manually (forced) due-out released to fill the backorder. See [Attachment 11C-24](#) for the manual due-out release transaction format and processing instructions.

11.3.8.3. Due-out release of special items. There are several due-out release scenarios that require special due-out release procedures. For example, recapped tires, off-base supply point items, local purchase and unserviceable materiel from the defense reutilization and marketing office (DRMO) all require special due-out release procedures. See [Attachment 11C-25](#) for more information and processing instructions.

11.3.8.4. Due-out release management notices. Asset management notices notify customers or Supply when a suitable substitute is available to satisfy a backorder, or when a difference in unit of issue prevents automatic due-out release action. See [Attachment 11C-26](#) for more information.

11.3.9. Customer Backorder Modification. Most data elements on a customer backorder can be modified using a due-in/due-out update (DIT) input transaction. See chapter 9, [attachment 9E-1](#) for more information and change criteria concerning the DIT transaction. Customers normally submit requests to modify non-MICAP backorders to the Stock Control section. See [Attachment 11C-27](#) for the procedures used by customers and Supply personnel to update/modify customer backorders.

11.3.10. Customer Backorder Review and Validation. Because the accuracy of backorders in the retail supply system is important, organizations must review and validate their backorders regularly. Stock Control and Materiel Control can help organizations conduct an accurate review and validation using the procedures described in [Attachment 11C-28](#).

11.3.10.1. Customer backorder review. Customers review backorders for their organizations to ensure they contain valid requisition numbers. Also, customers should ensure requisition numbers have current status, and that backorder data elements (i.e., priority, project code, quantity, mark-for, etc.) are correct. See [Attachment 11C-28](#) for more information concerning customer backorder review.

11.3.10.2. Customer backorder validation. Customers validate backorders for their organization by contacting the requestor to determine if the item is still required. UND A and B backorders must be validated at least monthly. UND C backorders must be validated at least quarterly. See [Attachment 11C-28](#) for more information concerning customer backorder validation.

11.3.11. Customer Backorder Follow-up. Customers should request follow-up from the Stock Control Section for non-MICAP backorders, and from the GLSC for MICAP backorders. Request for follow-up should include the stock number requested, backorder (due-out) document number, quantity requested, requisition number (if applicable), and a statement of mission impact. Upon receipt of the customer follow-up request, the appropriate GLSC will determine the current status, including the depot actions taken on the item. The appropriate section will perform additional follow-up actions as necessary and provide a reply to the requesting organization. **NOTE:** Backorder status is provided on maintenance (IMDS CDB) backorders via a maintenance due-out status notification (1SH) transaction. See [Attachment 11C-29](#) for 1SH transaction format and processing instructions.

11.3.12. Customer Backorder Cancellation. Requesting customers are responsible for all non-MICAP and MICAP backorder cancellations. In the event the backordered item cannot be supplied to the customer, GLSC may cancel the due-out and notify the customer of the action taken. Regardless of cancellation method, customer backorders are cancelled in the retail supply system using a due-out cancellation (DOC) transaction. Each DOC transaction must contain an appropriate status/cancellation code. Refer to chapter 9, [attachment 9C-2](#) for applicable status/cancellation codes. For DOC transaction format and processing instructions, see [Attachment 11C-30](#).

11.3.12.1. MICAP Customer Backorder Cancellation. Request for MICAP customer backorder cancellation is normally performed by processing a due-out cancellation (DOC) transaction. When a MICAP customer backorder is canceled per customer request, LRS/GLSC/Supply Activity personnel assigns delete code “9” and advice code “Z” unless the provisions of [volume 1, part 1, chapter 2](#), apply. See [Attachment 11C-30](#) for specific MICAP customer backorder cancellation processing instructions.

11.3.12.2. Maintenance (IMDS CDB) Customer Backorder Cancellation. The retail supply system cancels maintenance (IMDS CDB) backorders by processing a due-out cancellation (DOC) transaction whenever maintenance work orders are canceled or by customer request during periodic due-out review and validation. See [Attachment 11C-31](#) for more information and processing instructions.

Section 11D—CUSTOMER BENCH STOCK REQUIREMENTS.

11.4. Section Overview. This section provides a discussion of the bench stock process, and details how the process is implemented in the retail supply system. Retail supply system customers may establish and maintain stocks of customer-owned consumable items for use in daily mission support activities. We describe the bench stock process that accommodates this customer support alternative. We begin the section with a general discussion of the bench stock purpose and process, followed by a description of the retail supply system and organizational bench stock management responsibilities.

11.4.1. General Discussion. A bench stock is a customer-owned store of low cost, high demand consumable items. The bench stock process was designed as an efficient and effective method for increasing mission support. As such, the retail supply system includes functionality that makes use of historical organizational item consumption data to *recommend* what items customers should include in organizational bench stocks, what quantity should be maintained in the bench stock, and when items should be deleted from a bench stock. However, the process also provides customers the flexibility to include consumable items in their bench stocks, within specific criteria, with little or no historical consumption as they deem necessary. The specific criteria for bench stock item qualification are provided in [Attachment 11D-1](#). The logic used in the retail supply system for determining bench stock item add, change, and deletion recommendations is described in [Attachment 11D-2](#).

11.4.1.1. Advantages of Bench Stocks. Bench stocks provide benefits to the supported base maintenance customers and to base logistics support activities. Since bench stock items are physically stored in the maintenance work area, bench stock customers have ready access to the items as needed. In fact, the daily consumption of bench stock items requires no paperwork or communication with Logistics Readiness Squadron LRS personnel. Bench stocks also result in reduced workload for base logistics support activities since the items are periodically replenished in bulk quantities rather than being issued, picked, and delivered individually each time a customer need occurs.

11.4.1.2. Disadvantages of Bench Stocks. There are some disadvantages associated with bench stocks. Perhaps most important from a customer viewpoint, bench stock inventory must be purchased at the time of replenishment. Since maintenance funds are expended for the purchase of bench stock items in advance of actual need, there is at least some potential for buying unneeded items. Organizational bench stock customers must also provide the storage space and storage bins required for maintaining bench stock inventories. There is also an organizational workload associated with periodically coordinating bench stock inventory range and depth updates with base logistics support personnel. The establishment and maintenance of customer bench stock records is a recurring workload for LRS personnel. Finally, from a supply management point of view, it is disadvantageous that inventory issued to organizational bench stocks is no longer visible within Air Force supply systems.

11.4.2. Bench Stock Management Responsibilities. LRS Commander/supply activities and organizational bench stock owners each have specific responsibilities in the establishment, management, and maintenance of bench stocks.

11.4.2.1. Organizational responsibilities. Organization commanders must formally request the establishment of a bench stock and state the maximum amount of money that may be spent to stock any individual item in the bench stock. Once a bench stock is established, organizations have a number of bench stock management responsibilities.

11.4.2.1.1. Formally requesting establishment of a bench stock. The supported organization commander will submit a letter to the LRS Commander/accountable officer requesting the establishment of a bench stock. The letter will also specify a maximum dollar threshold for the unit price on bench stock details. Establishment of the dollar threshold may vary from organization to organization and is at the discretion of the supported organization commander. Some considerations for the bench stock maximum dollar threshold decision should include: proximity to the main LRS/supply activity warehouse where the stock is kept, cost of the items and the levels desired, frequency of demand for the item, and mission impact if not readily available. Exceeding the established dollar threshold for any item requires a letter of justification from the supported organization commander. This letter will be maintained on file in the LRS/supply activity attached to the original bench stock request letter. The bench stock dollar threshold is recorded in the retail supply system Organization Cost Center Record. See chapter 27, [attachment 27Q-2](#) for additional information about recording the threshold amount. Organizational bench stock request letters will be maintained by the LRS/supply activity for as long as the organization is authorized a bench stock.

11.4.2.1.2. Managing established bench stocks. Once established, organizations have a number of responsibilities for managing bench stocks.

11.4.2.1.2.1. Provide secure bench stock storage. Secure storage facilities must be provided for each bench stock to prevent pilferage. Bench stock inventories may be maintained in fixed storage locations within the maintenance shop, or may be stored in mobile bins for easy deployment in support of contingency requirements. Bench stocks stored in mobile bins are commonly referred to as “mobility bench stocks.” Bench stock customers may use shadow boards as desired to display the contents of bench stocks. See [chapter 26](#) for additional information about how mobility bench stocks can be used as part of flexible contingency readiness spares packages (FCRSP).

11.4.2.1.2.2. Care and safe-guarding of bench stocks. Care and safe-guarding of bench stock items must be provided according to AFI 23-111, *Management of Government Property in Possession of the Air Force*. If authorized Secret or Confidential assets on bench stock, storage and access of these assets must be in strict accordance with AFI 31-401, *Information Security Management Program*, and DOD 5200.1-R, *Information Security Program*. With sensitive items, local control (that is, locked bin, controlled access) will be established to provide adequate security.

11.4.2.1.2.3. Shelf life item management. Controls must be established for shelf life items to ensure that older shelf life items are used first to minimize the occurrence of expired, unusable items.

11.4.2.1.2.4. Identifying replenishment needs. Bench stock customers are responsible for monitoring each bench stock item balance and flagging items for replenishment when the on-hand balance is less than or equal to 50 percent of the authorized stock level.

11.4.2.1.2.5. Reviewing bench stock due-outs. Organizational bench stock owners are responsible for the daily review of bench stock due-outs. The retail supply system will provide each organization with a Daily Document Register (D04) that will serve as the basis for the review. See [chapter 5](#) for a complete description of the Daily Document Register. Bench stock customers may also obtain Due-Out Status Listings (R31) to validate organizational bench stock backorders. See [Attachment 11D-9](#) and [chapter 6](#) for additional information about Due-Out Status Listings.

11.4.2.2. Logistics Readiness Squadron (LRS)/Accountable Officer Responsibilities. The LRS/accountable officer is responsible for creating and maintaining organizational bench stock records and bin labels for organizational bench stocks. The LRS is also responsible for routinely creating bench stock management products for use by organizations in managing their bench stocks. Additionally, the LRS/accountable officer is responsible for supporting organizational routine and urgent bench stock replenishment requests.

11.4.2.2.1. Bench stock records. LRS personnel will create and maintain bench stock records to document requested and approved customer bench stock authorization requests. The retail supply system transactions and procedures for creating bench stock records are detailed in [Attachment 11D-5](#). See [Attachment 11D-6](#) for the retail supply system transactions and procedures for changing bench stock records. [Attachment 11D-7](#) provides the retail supply system transactions and procedures for deleting bench stock records. Finally, the transactions and procedures for consolidating organizational bench stock records are provided in [Attachment 11D-8](#).

11.4.2.2.2. Bin labels. Bench stock bin labels are produced via the retail supply system upon request. Bin labels are automatically produced for new bench stock items and when existing bench stock records are changed. Bin labels for items with a shelf life are colored, to distinguish those items from non-deteriorating items. See [chapter 6](#) for additional details about bench stock label printing options. **NOTE:** In some locations, bench stock items are managed by the use of automated information technology (AIT) equipment (hand-held terminals) that record the information stored on bin labels.

11.4.2.2.3. Bench stock management reports. The retail supply system routinely produces Bench Stock Review (M04) management reports for the organizational customer's use in

determining when to add, change, or delete items from bench stocks. The Bench Stock Review report is fully described in [chapter 5](#).

11.4.2.2.4. Routine and urgent bench stock replenishment. LRS personnel are responsible for providing routine and urgent bench stock replenishment to organizational bench stock customers. See [Attachment 11D-9](#) for detailed explanation of these replenishment processes. Additionally, [Attachment 11D-11](#) provides the Bench Stock Issue (IBS) transaction format and description.

11.4.2.3. Joint bench stock item review responsibilities. LRS and organizational personnel have joint responsibilities for reviewing bench stock requirements. See [Attachment 11D-10](#) for complete details about joint bench stock review requirements and responsibilities.

ATTACHMENT 11A-1

CUSTOMER REQUIREMENT TERMS AND DEFINITIONS

11A1.1. Purpose. This attachment provides definitions and explanations of common terms used concerning retail supply system customer requirements, practices, processes, and procedures. Additional customer requirement terms are defined in [volume 1, part 1](#).

11A1.2. General Customer Requirement Terms.

Activity Code. The activity code identifies the method an organization uses and the type of requirement when submitting a customer issue request to the Supply. The activity code also identifies the priority of requirement. This code appears in the first position of an organization document number.

AF Form 2005 - Issue/Turn-in Request Document. AF Form 2005 is used for customer issue requests for supplies that contain an NSN or part number for identification.

AF Form 1445 – Civil Engineer Materiel/Equipment List. AF Form 1445 may be used in lieu of AF Form 2005 for customer issue requests for Base Civil Engineer (BCE) items.

AF Form 601 – Custodian Request. AF Form 601 is normally used for customer issue requests for equipment items. Additionally, AF Form 601 is used for equipment requests that require higher than base/wing commander approval, or if there is a change in an allowance document. AF Form 601 is also used when special coordination and approval is required of functional managers, such as Base Civil Engineer (BCE), Information Manager, CSRB, etc.

Authority for Issue Flag. The authority for issue flag is used on equipment requests to identify the general category of equipment being issued to the customer.

Awaiting Parts (AWP). Awaiting Parts (AWP) customer requests identify materiel needed to repair end-items that are designated as high priority, although, not the highest priority. AWP customer requests usually consist of expendable (bit and piece), and shop replacement unit (SRU) items required to repair a line replacement unit (LRU).

Backorder. A customer backorder (due-out) is established in the retail supply system when requested assets are not available for issue. Backorders are managed in the system through the use of due-out detail records.

Bench Stock. A bench stock is a customer-owned store of low cost, high demand consumable items.

Cause Code. The backorder (due-out) cause code identifies the stock position in the retail supply system at the time a customer backorder is established. The cause code is also used to isolate causes for backorders, and what action(s) is needed to prevent recurrence of the problem.

Demand Code. The demand code is entered on customer issue requirements on an initial, recurring, or non-recurring basis and determines if demand data will be captured and stored for the customer requirement in relation to demand based stock levels ([chapter 19](#)). Additionally, in some circumstances, the demand code determines if Due-In-From-Maintenance (DIFM) detail establishment is warranted.

Due-In-From-Maintenance (DIFM). A recoverable item is considered DIFM when a serviceable item has been issued to satisfy a customer demand and the unserviceable item is in the base repair cycle. DIFM assets are managed in the retail supply system through the use of DIFM detail records.

Due-Out Cancellation. Customer backorders (due-outs) that are normally cancelled through due-out cancellation (DOC) transaction processing.

Due-Out Release. The due-out release process is the method used to release backordered items to the customer after receipt or turn-in processing. Due-out release action may be automatic or manually initiated.

Expedite Customer Request. Expedite customer requests are for items which are urgently required by the customer to abate a work stoppage or mission degradation. Examples of expedite customer requests include Mission Capable (MICAP) and Awaiting Parts (AWP) requirements.

Firm Customer Backorder. A firm customer backorder (due-out) is created when a corresponding requisition for the source of supply has been created to support the customer request.

Force Activity Designator (FAD). The FAD signifies the relative order of importance of a supported organization requesting supplies and equipment items. Additionally, the retail supply system uses the FAD, in conjunction with the Urgency of Need Designator (UND), to determine the priority designator assigned to output requisition transactions ([chapter 9](#)).

Forced (Manual) Due-Out Release. Forced due-out release action is performed manually, and is used to release available assets to customers circumventing the retail supply system.

Health Hazard Authorization Listing (HHAL). The HHAL is used to identify base organizations authorized to receipt for serious health hazard (IEX) 9 items. The HHAL is the LRS Commander/accountable officer's authority to issue health hazard items without obtaining the BES certification for individual transactions.

Interchangeable and Substitute Group (I&SG). An interchangeable and substitute group is used by the retail supply system to match and maintain like items in the same group.

Issue. An issue is the method used by the retail supply system to provide available assets to the customer upon request.

Issue Exception (IEX) Code. The issue exception (IEX) code is used in the retail supply system to: identify special conditions required; control the issue of certain items; ensure limited stocks are used to the best advantage; retain certain items required for stand-by specific positions; and to advise when additional processing must be accomplished.

Job Order Number (JON). The job order number is used by maintenance to track requested assets to the actual job being accomplished. The JON is normally entered on customer issue requests.

Line Replacement Unit (LRU). An LRU is a recoverable item and often the first-indenture item used directly on weapon systems or second-indenture shop replaceable units (SRU) that are used to repair LRUs.

Local Manufacture. Local or field manufacture may be used to make required assets at a base to fill customer requirements. Items to manufacture the required item may be locally available or requisitioned from the source of supply.

Mark-For. The mark-for field is used for a variety of purposes on customer issue requests. Mark-for requirements are generally based upon the type of maintenance organization and/or the type of item being requested.

Minimum Essential Subsystem List (MESL). The MESL is used to determine which system(s) or subsystem(s) is designated mission essential to fulfill specific flying missions. The MESL should be checked prior to establishment of a MICAP condition at base level.

Maximum Authorized Quantity (MAQ). The MAQ is a customer defined maximum quantity that may be maintained as an organizational bench stock authorization. See [Table 11D4.1](#) in [Attachment 11D-4](#) for detailed definitions of MAQ. See [Attachment 11D-5](#) for the details about how to specify MAQ quantities and flags in Master Bench Stock detail records.

Memorandum (Memo) Customer Backorder. A memo customer backorder (due-out) is created when no corresponding requisition for the source of supply has been created to support the customer request. Memo due-outs are normally created through use of TEX code application.

Minimum Reserve Authorization (MRA). The MRA is a customer defined minimum quantity that may be maintained as an organizational bench stock authorization. See [Table 11D4.1](#) in [Attachment 11D-4](#) for detailed MRA definition. See [Attachment 11D-5](#) for the details about how to specify MRA quantities and flags in Master Bench Stock detail records.

Mission Capable (MICAP). Mission Capable (MICAP) customer requirements identify parts required on a highest priority-type basis. MICAP customer requests are used to secure materiel needed to repair or replace mission essential equipment.

Mission Design Series (MDS). The MDS identifies the basic designation assigned to all aerospace vehicles. Format and required entries are spelled out in AFJI 16-401, *Designating and Naming Defense Military Aerospace Vehicles*.

Mobility Bench Stock. Bench stock items stored in mobile bins for easy deployment in support of contingency requirements are commonly referred to as mobility bench stocks.

Project Funds Management Record (PFMR). The PFMR identifies the project funds management record and the subdivision of available funds designated for the purchase of materiel from divisions of the Air Force SMAG.

Quick Reference List (QRL). The Quick Reference List (QRL) provides maintenance activities the capability to quickly submit customer issue requests for high demand/usage items supporting maintenance materiel requirements. For a QRL to be authorized, maintenance activities must support aircraft units containing nine or more aircraft of the same mission, design, and series (MDS).

Required Delivery Date (RDD). The RDD is used by the customer to indicate when the property requested is needed.

Requisition Exception (REX) Code. Requisition exception (REX) codes are used to restrict requisitions for specific items that are requisitioned using special procedures; when additional information is required; or for items that should not be requisitioned in the retail supply system.

Routine Request. Routine customer requests are for items normally needed on a recurring basis that do not cause any type of work stoppage or mission degradation. However, if routine requests are not satisfied by a time period dictated by the customer, routine customer requests may be upgraded to expedite type requirements.

Shop Replacement Unit (SRU). An SRU is a three-position alpha/numeric field identifying the general level of indenture. Normally, SRUs are items used to fix line replacement unit (LRU) items.

Special Purpose Recoverable Authorized Maintenance (SPRAM). SPRAM assets are ERRCD XD(*)/XF(*) items that the EME/Regionalized EME is responsible for. Maintenance and training activities manage SPRAM assets as in-use equipment within the retail supply system.

Standard Reporting Designator (SRD). The SRD identifies the type of aircraft, major end-item, or system items are designated for.

Time Change Technical Order (TCTO). A technical order that comprises a package or kit of materiel required to comply with time change/time compliance technical order requirements.

Transaction Exception (TEX) Code. Transaction exception (TEX) codes are used to identify specific or exception processing required on customer issue requests. TEX codes cover a wide array of retail supply system issue processing topics, such as, reimbursement, automatic replenishment, subsequent requisitioning, backorder, substitute item issue, fill or kill processing, post-post processing, and printing of output issue documents.

Urgency Justification Code (UJC). The Urgency Justification Code (UJC) is a two-position code that combines the urgency of need (UND) for the customer and the specific type of requirement (justification) or end-item.

Urgency of Need Designator (UND). The Urgency of Need Designator (UND) is used to express varying degrees of urgency when operational effectiveness is impacted due to non-availability of requested materiel. The UND describes if the lack of materiel causes mission impairment, mission prevention, work stoppage, work slow-down, or has little impact at all.

Work Unit Code (WUC). The WUC is a five-position alpha/numeric field displaying a reference code identifying the relationship between an item and its subassembly.

ATTACHMENT 11B-1

CUSTOMER ISSUE REQUEST SUBMISSION METHODS

11B1.1. Purpose. To describe the methods customers may use to submit issue requests. The method used to submit customer issue requests generally depends upon the type of item being requested. The following paragraphs describe the various methods for requesting supplies and equipment items.

11B1.2. Requests for Supplies. Customers normally submit issue requests for supplies to the LRS/supply activity Customer Service. Three different forms may be used to submit customer requests for supplies; AF Form 2005, DD Form 1348-6, and AF Form 1445.

11B1.2.1. AF Form 2005. Most customer issue requests for supplies are prepared on AF Form 2005, Issue/Turn-In Request. The AF Form 2005 is normally completed by Customer Service personnel based upon information provided by the customer. Alternatively, the AF Form 2005 may be completed by the customer and provided to DPE for input into the retail supply system. Instructions for completing the AF Form 2005 are provided in [Attachment 11B-2](#). **NOTE:** Spreadsheets may be used in lieu of the AF Forms 2005, at the LRS Commander/accountable officer option. Under certain circumstances, spreadsheets may be more practical than individual AF Forms 2005. However, all processing requirements and timeframes that apply to the AF Form 2005 equally apply to the spreadsheet. If the spreadsheet option is elected, supplement this chapter describing the criteria for use and management procedures. Regardless of whether the customer or Customer Service prepares the issue request, the AF Form 2005 must be prepared in duplicate. Following input into the retail supply system, two copies of the AF Form 2005 are distributed as follows.

11B1.2.1.1. Copy 1. Send copy 1 to the applicable input terminal for processing.

11B1.2.1.2. Copy 2. Retain copy 2 as a control register. The control register will help determine the next available issue request document number (when consecutively numbered forms are not used). Pre-serialized (consecutively numbered) AF Forms 2005 may be used instead of copy 2 for determining the next available document number. Copy 2 will replace copy 1 if copy 1 is distributed to another section; i.e., MICAP, etc. **NOTE:** It is the option of the MAJCOM whether or not to record and report delivery times for expedite customer issue requests. Additionally, record LRS/supply activity action on copy 2 of the AF Form 2005 if directed by the MAJCOM. Destroy copy 2 as directed by the MAJCOM.

11B1.2.2. DD Form 1348-6. DD Form 1348-6 (non-NSN requisition, manual) is used to request local purchase and non-cataloged/listed items. Refer to [chapter 27](#) for DD Form 1348-6 preparation instructions.

11B1.2.3. AF Form 1445. AF Form 1445 (Materiel and Equipment List) is used for Base Civil Engineer (BCE) customer issue requests. See [chapter 31](#) for AF Form 1445 processing details.

11B1.3. Requests for Equipment. Customers normally request non-accountable (activity code P) equipment items by submitting AF Form 2005, or AF Form 1445 (BCE) to the Equipment Management Element (EME). If requested equipment is considered accountable (activity code E), an AF Form 601 is submitted. AF Form 601 is used for customer issue requests if the equipment item requires higher than base/wing commander approval, or requires a change (add/increase) to an authorization based upon an allowance document. Additionally, AF Form 601 is used for customer issue requests for equipment when special coordination and approval is required from base functional managers such as BCE, Base Environ-

mental, Information Manager, Computer Manager, etc. See [chapter 22](#) for additional information about AF Form 601 processing. See [Attachment 11B-3](#) for the non-expendable item issue (ISU) transaction format. **NOTE:** Use AF Forms 1991/2005 if more than two input transactions are required to process equipment customer requests. Customer requests for non-accountable and individual equipment (IE) items (activity code P) are normally submitted via AF Form 2005, DD Form 1348-6, or AF Form 1445. At the option of the MAJCOM, these requests may be submitted to the Customer Service instead. **NOTE:** AF Form 1530 may be used in lieu of AF Form 2005 for IE item requests when multiple issue requests are submitted for the same organization. See [chapter 23](#) for more information.

ATTACHMENT 11B-2

EXPENDABLE ITEM CUSTOMER ISSUE REQUEST (ISU) TRANSACTION FORMAT AND DOCUMENTATION REQUIREMENTS

11B2.1. Purpose. To provide processing instructions and input format for all expendable item customer issue requests.

Prepare AF Form 2005, Issue/Turn-in Request documents for expendable item customer issue requests.

NOTE: For customer bench stock requests, see [Attachment 11D-11](#). See [Attachment 11B-12](#) for preparation instructions and forms required to process expendable item customer issue requests from retail supply system detail records.

11B2.2. Input Restrictions. None.

11B2.3. Output. See Issue Document (DD Form 1348-1A) Output Format ([Attachment 11B-14](#))

11B2.4. Input Format and Entry Requirements: Screens: ISUAWP/090, ISUCE/085, ISUCEMIC/084, ISUKIT/086, ISUMAINT/083, ISUMISC/091, and ISUTCTO/087.

Table 11B2.1. AF Form 2005 Entry Requirements.

BLOCK	TITLE
A	Name of requester, phone date, time (optional for Retail Outlet)
B	May be used for management data (RIC, PRICE, ERRC, UI, DEMIL) on new item record loads.
C	Julian date that time change item is required. For other than time change items, this block will be major command option.
D	If no NSN is assigned, enter manufacturer's part number and manufacturer's code or name.
E	If manufacturer's part number is entered in block D, enter TO reference/technical publication. If TO/technical publication is not applicable, enter next higher assembly or end-item application.
F JOCAS	Number
G-I MA	JCOM option
J No	menclature

Table 11B2.2. AF Form 2005 Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Transaction Identification Code	ISU
4-6	3	Delivery Destination	Note 1
7	1	Issue Exception Code	Note 2
8-22	15	Stock Number, Part Number	Note 3
23-24 2		Unit of Issue	
25-29 5		Quantity	Note 4
30-43 14		Document Number	
44 1		Demand Code	See Attachment 11B-8
45-50	6	Work Order Number or Blank	Note 5

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
51 1		Transaction Exception Code	See Attachment 11B-9
52	1	Supply Condition Code	Note 6
53 1		FAD	Note 7
54 1		MICAP Flag	Note 8
55-56 2		System Designator	
57-59	3	Project Code	Note 9
60-61 2		Priority	Note 10
62-64 3		RDD	Note 11
65-66 2		UJC	See Attachment 11B-7
67-80 14		Mark-For	See Attachment 11B-10
81	1	IMDS CDB/CAMS-FM (G081) Unit ID Code	Note 12
82-93	12	Job Control Number	Note 12
94-95	2	End-Item DIFM System Designator	For UJC AR or BR
96-107	12	JOCAS Number	Note 13
108-110 3		RESERVED	
111-112	2	Advice Code	Note 14
113-114 2		Blank	
115	1	Authority For Issue Flag	Note 15
116-117	2	Percentage of Discount	Note 16
118-120 3		SRD	Note 17

NOTES:

1. Enter the applicable delivery destination of the requesting organization or leave blank.
 - a. If the input UJC is AR or BR (A WP), the retail supply system will automatically assign the AWP delivery destination from the organization (518) record regardless of the input.
 - b. If blank, the retail supply system will assign the delivery destination from the delivery destination field of the organization (518) record.
 - c. If the type account code is K, enter the advice code in POS 5-6 when required. See chapter 9, [attachment 9C-5](#).
2. The following information applies:
 - a. If the requesting activity does not have assignment manager responsibility (see [Attachment 11B-17](#)), leave the field blank on the initial preparation.
 - b. If requests are initiated by Civil Engineer, enter IEX G.
 - c. If requests are initiated by IEE, enter IEX E.
3. If the request is for a part numbered item, enter P in position 8 followed by the first 14 positions of the part number. You may use activity codes X, R, and P only for part number requests.
4. Enter the total quantity of items needed in positions 25-29.
5. The following information applies:

- a. If the issue request is from Base Civil Engineering (type organization code A or B), enter the work order number.
 - b. If the issue request from Base Vehicle Maintenance operating under the Vehicle Integrated Management System (VIMS) (type organization code V), enter a vehicle maintenance work order number and charge code.
 - c. If the issue request is from a (IMDS CDB) organization (type organization codes G, I, Q, 7, 8, and 9), enter the last six digits of the seven-digit alpha/numeric job control number.
6. The following information applies:
- a. If the issue request is for serviceable items, enter A or leave blank.
 - b. If the issue request is for items identified with NPPC 4 (TCTO), enter D.
 - c. If the issue request is for items identified with NPPC 9 (unacceptable for Air Force use), enter J. Supply condition code J is *not* authorized for replenishment issues to detail records. See [Attachment 11B-18](#) for more information.
7. Leave this field blank unless the FAD of the intended user differs from the FAD of the requesting organization.
8. If the request is a verified MICAP condition and contains a MICAP reportable UJC, enter an N in position 54.
9. The retail supply system assigns project codes to requests for WRM items according to [volume 1, part 1, chapter 14](#), and for AWP requests whenever the TEX code is other than 4 or V, and the project code field is blank on the issue request.
- a. If the AWP issue request has a project code entered, that code will be accepted and reflected on all output requisition (A0(*)) transactions. See [chapter 9](#) for more information.
 - b. If the request is for laundry and dry cleaning equipment (ASC 534), and the TEX code equals D, enter 534 in this field. Otherwise, a 279 Reject will be produced. See [chapter 7](#) for more information.
 - c. If the project code is 175 (COOL BARGE), or Y31 (PACER GOOSE), enter TEX code X in position 51 when automatic due-out and requisitioning action are required.
10. The retail supply system will assign the correct MILSTRIP priority to output issue documents (computed with FAD and UND). Higher priority/UND combinations may be manually processed.
11. The following information applies:
- a. If MILSTRIP time frame (days) standards will not satisfy the customer's requirement, enter the applicable required delivery date (RDD). If the UND is B or C, the RDD must be greater than 21 days past which exceeds MILSTRIP standards.
 - b. If the issue request is for planned requirements that contain unusual lead time, enter an X followed by the number of months before the property is required.
12. The following information applies:
- a. For bases operating under the SBSS/IMDS CDB/CAMS-FM (G081) interface, the following fields are mandatory on all issue requests processed on LRS/supply activity terminals with activity code J. The IMDS CDB/CAMS-FM ID must be an alpha character and the Job Control Number must contain numeric characters in positions 82-86 and alpha/numeric characters in positions 87-93. Enter this data anywhere in blocks F through I on the AF Form 2005.

- b. Use the following serial numbers for the SBSS/IMDS CDB/CAMS-FM interface to ensure output information is routed correctly.

	J Activity Codes	LRS/supply activity call-ins
IMDS CDB	(0001-1999)	(8000-8999)
CAMS-FM	(4000-6999)	(9000-9499)

13. For organizations operating under the JOCAS II concept, this field is mandatory on all issue requests. The 12 digit alpha/numeric JOCAS Number consists of Job Order Number (positions 1-8), and the Work Breakdown Structure (positions 9-12). The JOCAS NUMBER *must* be entered or a 484 Reject will be produced. See [chapter 7](#) for more information.
14. The following information applies:
- If applicable, enter the requisition advice code (chapter 9, [section 9B](#)).
 - If the request is for vehicle tires federal supply group (FSG) 26 (except federal supply class 2620), and recapped tires *cannot* be used, enter requisition advice code 2B. See chapter 9, [section 9B](#) for more information.
 - If the requested item contains budget code 8 and the TEX code equals D, enter requisition advice code 2E. See chapter 9, [section 9B](#) for more information.
15. If the request is for a non-accountable (activity code P) equipment item, the applicable authority for issue flag must be entered unless the ERRCD is NF1. See [Attachment 11B-4](#) for more information.
16. If the TEX code is % (percent), enter a discount percentage between 01 and 99. See [Attachment 11B-9](#) for more information.
17. If the request contains UJC AR or BR (AWP) and the TEX Code is *not* equal to E or Y, enter the end-item standard reporting designator (SRD).

ATTACHMENT 11B-3

**NON-EXPENDABLE ITEM CUSTOMER ISSUE REQUEST (ISU) TRANSACTION FORMAT
AND PROCESSING INSTRUCTIONS**

11B3.1. Purpose. To provide preparation and processing instructions for customer issue requests for non-expendable items.

11B3.2. Input Restrictions. None.

11B3.3. Output. See Issue Document (DD Form 1348-1A) Output Format ([Attachment 11B-14](#)).

11B3.4. Issue Transaction (ISU) Input Format and Entry Requirements.

Screens: ISUMAINT/083, ISUMISC/091, ISUCE/085, ISUIEU/088, ISUIEUX/089, and ISUV/134.

Table 11B3.1. AF Form 2005 Entry Requirements.

BLOCK	TITLE	NOTES
A	Custodian's name and phone number.	Note 4
	Custodian's signature is not required	
C	EME control number for activity code E requests.	
D	Prime NSN when it is other than the requested NSN. When using the June 1983 version of AF Form 2005, this NSN may be entered in the positions designated for the part number.	Note 4
E	For activity code E requests, enter ASC and use code. These elements are not required on requests for replacement issue.	Note 4
F ERRCD		Note 4
I	Enter firm or memo	Note 4
J No	menclature	Note 4

Table 11B3.2. AF Form 2005 Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	ISU/Note 4
4-6	3	Delivery Destination	Note 1
7	1	Issue Exception Code	Note 2
8-22	15	Requested Stock Number, Part Number	Notes 3, 4
23-24 2		Unit of Issue	
25-29 5		Quantity	Note 4
30	1	Activity Code	E or P/Note5
31-35 5		Organization/Shop Code	Note 4
36-39 4		Current Julian Date	
40-43	4	Authorized/In-Use Detail Document Number (Activity Code E) or Next Available Serial Number (Activity) Code P	Note 6
44 1		Demand Code	See Attachment 11B-8 Note 4

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
45-50	6	Work Order Number or Blank	Notes 4 and 7
51 1		Transaction Exception Code	See Attachment 11B-9
52	1	Supply Condition Code	Note 8
53 1		FAD	Note 9
54 1		MICAP Flag	Note 10
55-56 2		System Designator	
57-59	3	Project Code	Note 11
60-61 2		Priority	Notes 12, 13
62-64	3	RDD or Blank	Note 14
65-66 2		UJC	Note 4
67-80 14		Mark-For	See Attachment 11B-10
81-95 15		Blank	
96-107	12	JOCAS Number	Note 15
108-110 3		RESERVED	
111-112	2	Advice Code	Note 16
113-114 2		RESERVED	
115	1	Authority For Issue Flag	Note 17
116-117	2	Percentage of Discount	Note 18
118-142	25	Blank	
143-144	2	Alternative Fuel Code	See Chapter 22, table 22I1.4.

NOTES:

1. Enter the delivery destination code or leave blank. If left blank, the retail supply system will assign the delivery destination from the delivery destination field of the organization (518) record.
2. Leave the IEX blank on initial preparation when the requesting activity does *not* have assignment /manager responsibility ([Attachment 11B-16](#)). For a non-expendable item request initiated by Base Civil Engineer, IEX G may be entered. See [Attachment 11B-17](#) for more information.
3. Part numbered item customer requests will contain P in position 8 followed by the first 14 positions of the part number.
4. The customer must provide these data. If the request is submitted in a letter or called in, EME will enter the applicable data in the required positions of AF Form 2005.
5. EME determines the activity code through the ERRC and Use Code.
6. For activity code E, the customer provides detail document number if the authorized/in-use detail record already exists in the retail supply system. The EME assigns the detail document number for new authorizations.
7. The work order number *must* be entered for Civil Engineer request (type organization code A or B).
8. The following information applies:
 - a. If the customer request is for serviceable items, enter supply condition code A or leave blank.

- b. If the customer request is for items identified with NPPC 4 (TCTO), enter supply condition code D.
 - c. If the customer request is for items identified with NPPC 9 (unacceptable for Air Force use), enter supply condition code J. Supply condition code J is *not* authorized for replenishment issues to detail records.
9. Leave blank unless the FAD of the intended user differs from the FAD of the requesting organization.
10. If the input issue request is a verified MICA P incident and contains a MICAP reportable UJC, enter an N in position 54.
11. Project codes will be assigned by the retail supply system to requests for WRM items according to [volume 1, part 1, chapter 14](#).
 - a. If the request is for laundry and dry cleaning equipment (Allowance Source Code 534) and the TEX code is D, enter 534 or reject 279 will occur ([chapter 7](#)).
 - b. If the project code is 175 (COOL BARGE), or Y31 (PACER GOOSE), be sure that the TEX code in position 51 is an X when automatic due-out and requisition action are required.
12. The correct MILSTRIP priority will be assigned to the output issue document (computed with FAD and UND). Higher priority/UJC combinations may be manually input when justified to meet mission requirements.
13. This data is optional and may be left blank if not provided by the custodian.
14. The following information applies:
 - a. If MILSTRIP time standards will not satisfy the customer requirement, enter the customer's required delivery date (RDD). See chapter 9, [section 9B](#) for MILSTRIP standards.
 - b. If the request is for planned requirements containing unusual lead time, enter X followed by the number of months before the property is required.
15. For organizations operating under the JOCAS II concept, this field is *mandatory* on all customer issue requests. The 12 digit alpha/numeric JOCAS number consists of the Job Order Number (positions 1-8), and the Work Breakdown Structure (positions 9-12). The JOCAS number must be entered or a 484 Reject will be produced. See [chapter 7](#) for more information.
16. The following information applies:
 - a. If required, enter the requisition advice code. See chapter 9, [section 9B](#) for more information.
 - b. If the request is for accountable equipment (activity code E), this field *must* contain one of the following requisition advice codes if the item is centrally procured by the source of supply (alpha budget code other than Z): 6J, 6H, 6G, 6R, 6S, or 6E. See chapter 9, [section 9B](#) for more information concerning requisition advice codes. If the item is not centrally procured by the source of supply, enter appropriate requisition advice code or leave blank.
 - c. If the source of supply is other than AFMC, and the requisition advice code is blank or 6(*), the retail supply system will assign requisition advice code 2D.
17. If the customer request is for non-accountable equipment (activity code is P), the applicable authority for issue flag ([Attachment 11B-4](#)) must be entered unless the item ERRCD equals NF1.
18. If the TEX code is % (percent), enter a percentage of discount between 01 and 99. See [Attachment 11B-9](#) for more information.

ATTACHMENT 11B-4

AUTHORITY FOR ISSUE FLAG

11B4.1. Purpose. To identify and describe the one-position authority for issue flag. The authority for issue flag *must* be entered on customer issue requests for non-accountable (activity code P) equipment items, unless the ERRCD equals NF1.

11B4.2. Authority for Issue Flag and Description.

Table 11B4.1. Authority for Issue Flag and Descriptions.

AI FLAG	DESCRIPTION	REFERENCE
A	Individual Equipment Element (IEE)	chapter 23
B Real	Property Installed Equipment (RPIE)	chapter 22
C	Reimbursement Issues to Non-Appropriated Fund Activities	chapter 22
D	Assembly/Disassembly (Bench Sets, Parachutes, etc.)	chapter 22
E	Reserved by HQ 754 ELSG	
F	Medical Organization Issues	chapter 22
G Air	Drop	chapter 22
H	Test Projects/Research and Development Project Expenditures	chapter 22
I End-Item	Components	chapter 22
J Commissary	Store Equipment	chapter 22
K Pri	Printing Plant	chapter 22
L Laundr	Laundry Equipment	chapter 22
M	Tools Authorized in Tool Kits/Shadow Boards	chapter 23
N	Reimbursable Issues to DMA Units	
O	Issue of Replacement Items to General Officers	chapter 22
P	Reimbursable Issues to DRMO	
Q	Reimbursable Issues to DIS	
R	HQ USAF/MAJCOM Directed Projects	chapter 22
S	Reimbursable Issue to Agencies/Contractors Not Assigned Another Authority for Issue Code	
T-Y	Reserved by HQ 754 ELSG	
Z	Equipment Management Code (EMC) 1 Items	

ATTACHMENT 11B-5

FORCE ACTIVITY DESIGNATOR (FAD)

11B5.1. Purpose. To explain and describe the Force Activity Designator (FAD). The FAD is a one-position numeric character entered on customer issue requests to signify the relative order of importance of the requesting activity. The FAD is also used in combination with the urgency of need designator (UND) to determine the priority designator to be assigned on requisition (A0(*)) transactions. See chapter 9, [attachment 9C-4](#) for more information.

11B5.2. FAD Authority and Assignment Rules. The HQ USAF Program Document (PD) is the authority for the assignment of FAD codes for initial and future requirements of Air Force sections/elements, activities, and projects. See chapter 27, [section 27Q](#) for more information concerning FAD code load, change, and delete on organization records.

11B5.2.1. FAD Override Option. If the requesting organization is an Air Force activity and the requested item will be used in direct support of an organization containing a higher FAD, the FAD of the organization being supported should be used. This is called the “FAD override” option. **NOTE:** The FAD override option should be used as sparingly as possible, since the higher FAD equates to a higher requisition priority if the request must be backordered. Therefore, FAD overrides should only be used for special emphasis programs listed in the HQ USAF PD and not for routine administrative support.

11B5.2.2. When supported organizations containing a higher FAD are not supported by the requesting organization on a predominant, continuing basis, the FAD override option should only be used on a case by case customer request basis.

11B5.2.3. When supported organizations containing a higher FAD are supported on a routine, continuing basis, but not predominantly, a separate organizational cost center record (OCCR) should be established for the supported organization containing the higher FAD.

11B5.2.4. When supported organizations containing a higher FAD are predominantly supported on a continuing basis, the higher FAD will be loaded to the existing OCCR of the requesting organization.

11B5.2.5. If the FAD is blank on the customer issue request, the retail supply system will assign the FAD from the applicable organization (518) record.

ATTACHMENT 11B-6

URGENCY OF NEED DESIGNATOR (UND)

11B6.1. Purpose. To explain the one-position alpha/numeric character used to express varying degrees of urgency on customer issue requests. The Urgency of Need Designator (UND) is used to express situations when operational effectiveness is jeopardized due to materiel non-availability. Additionally, the UND is also used, in conjunction with the FAD code, by retail supply system requisitioning programs to determine requisition priority.

11B6.2. UND Assignment Rules. The UND is contained in the first position of the urgency justification code (UJC). See [Attachment 11B-7](#) for applicable UJCs. For a more detailed discussion of existing UNDs, see [volume 1, part 1, chapter 24](#).

11B6.3. UND Assignment and Usage. Assign the following UND to customer issue requests as described in [Table 11B6.1](#).

Table 11B6.1. UND Assignment and Usage.

UND	ASSIGNMENT AND USAGE
A	Use UND A on customer issue requests and backorders when continued materiel non-availability prevents an Air Force organization/activity from performing its combat/support missions or tasks, or training for such missions or tasks. The commanding officer of the supported organization will be responsible for ensuring the urgency of the requirement is commensurate with assigned mission objectives. Requests for items supporting MICAP reportable weapon systems or end-items will be backordered as MICAP (UND 1, J, /) or as a delayed discrepancy (UJC BQ), except time change/TCTO requirements. Additionally, UJC AA, AZ, and AW will not be used for backorders against aircraft tail numbers or end-items containing a MICAP reportable SRD. See Attachment 11B-6 and Section 11C for more information concerning MICAP customer backorders. If UND A is assigned, be prepared to justify its usage.
1	Use UND 1 on customer backorders when lack of the requested item prevents primary mission accomplishment because the end-item is not operationally ready, out-of-commission, or inoperative. Backorders containing UND 1 will produce a MICAP report with MICAP condition codes E, G, K, P, U, V, or W if the requested item contains a MICAP-reportable SRD. The retail supply system converts UND 1 to UND A for determining the appropriate requisition priority on customer backorders. If UND 1 is assigned, be prepared to justify its usage.
J	Use UND J on customer backorders when lack of the requested item impairs primary mission accomplishment because the end-item is not fully equipped or is operating in a limited or restricted capacity. Backorders containing UND J will produce a MICAP report with MICAP condition codes F, L, or R if the requested item contains a MICAP-reportable SRD. The retail supply system converts UND J to UND A for determining the appropriate requisition priority on customer backorders. If UND J is assigned, be prepared to justify its usage.
/ (Slash)	Use UND / (Slash) on customer backorders when the requested item is required to satisfy a MICAP requirement caused by battle damage. Backorders containing UND / will produce a MICAP report with MICAP condition code M if the requested item contains a MICAP-reportable SRD. The retail supply system converts UND / to UND A for determining the requisition priority on customer backorders. NOTE: UND / is only authorized when the MICAP condition was caused by hostile actions. If UND / is assigned, be prepared to justify its usage.

UND	ASSIGNMENT AND USAGE
B	<p>Use UND B on customer issue requests and backorders when lack of the requested item impairs an Air Force organization/activity from performing assigned combat/support mission or tasks. Additionally, use UND B when training for such missions and tasks can be accomplished, but with decreased effectiveness and efficiency. To determine effectiveness and efficiency, consider alternatives such as feasible work-arounds, emergency procedures, controlled cannibalization, equipment redundancy, modification of equipment, use of substitute items, etc. NOTE: UND B may also be assigned when an organization/activity anticipates that materiel deficiencies will prevent performance of assigned missions or tasks, if materiel is not available during the following time frames:</p> <p>Organizations assigned FAD I, II, or III:</p> <p>CONUS: Days 8-11 (inclusive)</p> <p>OCONUS: Day 13-16 or day 18-21 (inclusive) (depending on geographical area)</p> <p>Organizations assigned FAD IV or V:</p> <p>CONUS: Day 12-24 (inclusive)</p> <p>OCONUS: Day 17-52 or day 22-92 (inclusive) (depending on geographical area)</p>
C	<p>Use UND C on customer issue requests and backorders when another UND does not qualify for assignment. Use UND C on customer issue requests and backorders for stock replenishment actions, initial lay-ins, etc.</p>

ATTACHMENT 11B-7

URGENCY JUSTIFICATION CODE (UJC)

11B7.1. Purpose. To explain the two-position alpha/numeric urgency justification code (UJC) assigned to customer issue requests. The UJC combines the customer urgency of need (UND) and type of requirement (justification) as described below.

11B7.2. MICAP UJC Assignment Rules. When MICAP customer issue requests are verified for back-order ([Section 11C](#)), the first position of the UJC (UND) will be replaced with the applicable MICAP UND (1, J, or /). Once replaced, the retail supply system will create a MICAP report (B9M) transaction with a corresponding MICAP condition code as listed below.

11B7.3. MICAP Required Delivery Date (RDD) Assignment Rules. Assign MICAP required delivery dates as defined in [Table 11B7.2.](#)

11B7.4. UJC Assignment and Usage. Assign UJCs as described in [Table 11B7.1.](#)

Table 11B7.1. UJC Assignment and Usage.

COND	DESCRIPTION	MICAP UND/UJC	MICAP CONDITION CODE	STANDARD UJC	REMARKS
NMCS	Aerospace vehicle not mission capable supply (includes ICBM)	1A	G	AA -- --	
PMCS	Aerospace vehicle partial mission capable supply (includes ICBM)	JA	F	AA -- --	
BD	Battle damage	/A	M	AA -- --	
ROCP	Radar out of commission for parts (equipment out of commission)	1C	K	AC BC CC	
ROLP	Radar out of commission for parts (equipment operating in limited or restricted capacity)	JC	L	AC BC CC	
NAIOP	Navigational aids inoperative for parts (equipment out of commission)	1D	K	AD BD CD	
NAILP	Navigational aids inoperative for parts (equipment operating in a limited or restricted capacity)	JD	L	AD BD CD	

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COND	DESCRIPTION	MICAP UND/UJC	MICAP CONDITION CODE	STANDARD UJC	REMARKS
CCMEIP Co	mmunications/crypto/ meteorological equipment inoperative for parts (includes L systems) (equipment out of commis- sion)	1E	K	AE BE CE	
CCMEIP Co	mmunications/crypto/ meteorological equipment inoperative for parts (includes L systems) (equipment operative in limited or restricted capac- ity)	JE	L	AE BE CE	
VDP V	ehicle Dead-lined (inop- erative) for Parts (VDP)	1F	V	AF BF CF	
PMCS	P-15 fire fighting vehicle partial mission capable supply	JF	N	AF BF CF	
AGEOCP Aer	ospace ground equip- ment out of commission for parts (includes an inopera- tive test station segment if required to repair an essen- tial asset listed in the com- mand Minimum Essential Subsystem Listing (MESL))	1G	W	AG BG CG	
AGEOLP Aer	ospace ground equip- ment out of commission for parts (equipment operating in limited or restricted capacity)	JG	R	AG BG CG	
ECM Electronic	ic warfare pod inoperative or missile or drone not mission capable supply (excludes ICBM)	1H	E	AH BH CH	
MUNI- TIONS	Aerospace munitions not mission capable supply	--	--	AJ BJ --	
WS Indu	ustrial/production in repair, modification, or manufacture of primary weapons, equipment, or supplies, having a work stoppage due to lack of materiel	--	--	AK BK --	Note 1

COND	DESCRIPTION	MICAP UND/UJC	MICAP CONDITION CODE	STANDARD UJC	REMARKS
VRP	Vital base real property facility inoperative (includes missile RPIE, fuels laboratory and servicing facilities)	--	--	AL BL CL	
ENG NMCS	Aerospace engine not mission capable supply	IM	E	AM BM CM	
RDTP Research	Development/test engineering test project stopped for supplies	--	--	AN BN CN	
PMEL	Parts required for repair of non-MICAP reportable items by precision measurement equipment laboratories	--	--	AO BO CO	
NMCS	MICAP reportable precision measurement equipment inoperative for parts (equipment out of commission)	IO	W	AO BO CO	
PMCS	MICAP reportable precision measurement equipment inoperative for parts (equipment operating in a limited or restricted capacity)	JO	R	AO BO CO	
TDIOP	Training equipment trainer cannot be used to perform any degree of its designated training objective	IP	G	AP BP CP	
TDILP	Training equipment trainer can be used but is not capable of performing all of the command training objectives due to one or more designed capabilities being inoperative	JP	F	AP BP CP	
DD	Delayed discrepancy entry records	--	--	-- BQ CQ	
AWP	Materiel required to repair unserviceable recoverable assets in the repair cycle that need parts to return them to a serviceable condition	--	--	AR BR --	
HWM	Materiel required to maintain health, welfare, morale or supported personnel	--	--	-- BS CS	

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COND	DESCRIPTION	MICAP UND/UJC	MICAP CONDITION CODE	STANDARD UJC	REMARKS
WRM Mo	bility kit, mobility equipment shortages, war consumables inviolate level, Harvest Eagle replacement requirements, LOGDET Mobility requirements	--	--	-- BT CT	Note 2
TCTO	Materiel required to comply with time change/time compliance technical orders (TO)s	--	--	AU BU CU	
MEE Initial/replacement	of controlled mission equipment (including SPRAM requirements) and station set, and housekeeping set items	--	--	AV BV CV	Note 3
WOR	Work order requirement not otherwise described	--	--	AW BW CW	
EAID Initial/replacement	of EAID shortages not otherwise described	--	--	-- -- CX	
NAIRS	MICAP reportable airborne image recording and support equipment	IY	P	AY BY --	
PMCS	MICAP reportable airborne image recording and support equipment partial mission capable	JY	F	AY BY --	
HPMSK Initial	or replacement requirements in support of high priority mission support kits (MRSP details containing type WRM spares code F). This UJC will be assigned by the retail supply system as appropriate.	--	--	-- BT --	
IJC	All requirements not otherwise described	--	--	AZ BZ CZ	
DC	Disease or calamity: Medical disaster relief supplies or equipment to prolong life in case of critical injury, fatal disease, or calamity	--	--	AZ -- --	Note 4

COND	DESCRIPTION	MICAP UND/UJC	MICAP CONDITION CODE	STANDARD UJC	REMARKS
EIC	Organizational clothing to provide a minimum of essential clothing to an individual	--	--	-- BZ --	

NOTES:

1. UJC AK and BK are assigned only by HQ AFMC activities containing 20 or 23 series SRANs (except 2300).
2. Submit customer issue requests for new or increased pre-positioned WRM requirements using UND C. If an overriding operational situation justifies immediate supply support, the using MAJ-COM may authorize the use of UND B.
3. UJC AV and BV are assigned when circumstances such as unit activation, deployments, etc., dictate the use of priority requisitioning to obtain equipment, and when the lack of requested items would prevent or impair the accomplishment of the unit's mission.
4. Assign FAD 3 for DC conditions. When backordered, UJC AZ creates a priority 03 requisition and UJC BZ creates a priority 06 requisition.

Table 11B7.2. MICAP RDD Assignment and Usage.

DUE-OUT UJC	DUE-IN RDD	REQUISITION RDD CONUS	PRIORITY 01-03 REQUISITION RDD OCONUS	PRIORITY 07-08 REQUISITION RDD OCO- NUS
		(Note 2)	(Note 3)	(Note 3)
1(*) (except 1T, 1Z)	NA (*)	NA (*)	999	N1 (*)
J (*)	NA (*)	NA (*)	999	NJ (*)
/A NA	A	NAA	999	N/A
Note 1	Note 1	999	999	

NOTES:

1. CONUS activities scheduled for overseas deployment are authorized to enter 999 in positions 62-64 of MICAP requisitions. Process the customer issue request with the appropriate MICAP UJC in positions 65-66, 999 in positions 62-64, and TEX 7 in position 51. The requisition will be prepared offline.
2. The RDD on MICAP requisitions (positions 62-64) and due-in detail records for CONUS bases will contain NA in the first two positions followed by the last position of the UJC. For example: NAA identifies a 1A UJC. When the source of supply is other than an Air Force depot, the first position will contain an N followed by two zeros.
3. For OCONUS bases, the RDD on due-in detail records and MICAP requisitions will contain the same information as CONUS bases.

ATTACHMENT 11B-8

DEMAND CODE

11B8.1. Purpose. To explain the one-position demand code assigned to customer issue requests. Demand codes determine if customer demands will be captured and recorded in the retail supply system for computing demand-based stock levels. The demand code also determines, under certain situations, whether DIFM control will be established.

Table 11B8.1. Supplies Demand Code Usage.

DEMAND CODE	TYPE REQUEST	FOR SUPPLIES DESCRIPTION/EFFECT	REMARKS
I, J, K, L, M	INITIAL	Description: A request to satisfy original shortage/installation or later losses to original installed items. No turn-in of an unserviceable item is involved. Effect: Initial requests are not considered as demands against the LRS/supply activity; consequently, demand data are not updated on the item record and DIFM control is not established.	See Notes 1, 2, and 5 for additional information. See Note 6 for examples.
C	CONTRACTOR	Description: A request from a contractor for items required in support of authorized contracts. This code is used only when it is anticipated that a like item will not be returned. Effect: Contractor support issues will not update the item record demand data and DIFM control is not established.	
R, T	RECURRING	Description: A request to replace a like item that is suspected to be, or is unserviceable or condemned. Used for items commonly required in day-to-day operations which may be requested in the future. Effect: Recurring demand codes will update the item record date of first demand (if blank), date of last demand, number of demands, cumulative recurring demands, and establish DIFM control. These demand codes also update repair cycle record/repair cycle data when the removed item is returned from maintenance shops.	See Note 3 for restrictions. See Note 7 for examples.
N, U	NON-RECURRING	Description: A request for a requirement known to be a one-time occurrence--for example, an MWO kit for application or an initial request for stockage. Requisitions will be coded non-recurring when the demand is anticipated to be non-repetitive. Effect: Nonrecurring demands are not considered as demands against LRS/supply activity; consequently, demand data are not updated on the item record. This demand code will establish DIFM control, but it will not update repair cycle data on the repair cycle record. These demand codes will be used on all issues to supply point, MSK, and MRSP details.	See Note 3 for restrictions. See Note 4 for nonrecurring demands. See Note 8 for examples.

Table 11B8.2. Equipment Demand Code Usage.

DEMAND CODE	DESCRIPTION	FOR EQUIP-MENT USE WITH ADVICE CODE	EXAMPLE
I	Initial Shortage	6H or 6J	
R Replacement		6F or 6G	
N	Replacement of Loss to Air Force Equipment Management System	6F or 6E	Initial issues to BCE real property, training devices, bench mockups; all issues to other governmental agencies; replacement for loss reported on relief of accountability documents (for example, DD Form 200, IAD, etc.).

NOTES:

1. The following information applies:
 - a. If it is determined to phase out items in stock due to lack of use or end-item phase-down, assign demand code N to all issue requests.
 - b. If munitions (CAD/PAD) items are requested, assign demand code N.
2. Assign the demand code as follows:
 - I - Initial Issue
 - J - Initial Issue--Training Aids.
 - K - Initial Issue--Special Projects.
 - L - Initial Issue--Assembly/Disassembly.
 - M - Initial Issue--Mockup/Test Stand.
 - N - Initial Issue--All other.
3. Demand code T and U are restricted to ICBM maintenance organizations.
4. The following information applies:
 - a. If the customer issue request is ultimately backordered, and the retail supply system produces a requisition (A0(*)) transaction, the issue request demand code is converted to the requisition demand code. See chapter 9, [attachment 9C-3](#) for more information.
 - b. If the request is for inactivated items, demand code I is assigned. This demand code will be entered only in requisition (A0(*)) transactions applicable to inactivated items by the Defense Automated Address System (DAAS). See DOD 4000.25-1-M (previously DOD 4140.17-M).
 - c. If the request is for equipment, assign the demand code as depicted in [Table 11B8.2.](#)
5. If demand code I is used on an issue request to replenish a supportable MRSP detail record, any quantity available above the requisitioning objective will be issued. Any remaining unfilled quantities will be backordered. If the issue request is to replenish unsupportable MRSP detail records, the requirement is always backordered.
6. Examples of initial requests are: requirements for initial shortages; items to be installed in bench test sets/mockups; items lost in flight, fire, or crash; TCTO kits; and bits and pieces to build TCTO kits. The establishment or increases to authorized quantities for WRM, MRSP, and IRSP detail records are also included in initial requirements.
7. Recurring requests include issues for normal day-to-day operations including maintenance, time change requirements, and equipment items for which replacement is anticipated. Recurring

requests are used for any item for which a continuing requirement is expected to exist. Recurring requests may also be used for regularly scheduled transient flights.

8. Non-recurring requests include items issued to perform modification, replacement items in kits with a newer item (retrofit), and requests for non-regularly scheduled transient aircraft support when the item requested is not common to the system supported by the base.

ATTACHMENT 11B-9

TRANSACTION EXCEPTION (TEX) CODE

11B9.1. Purpose. To describe the transaction exception (TEX) code and the effect each code has on customer issue requests. Dual TEX code usage combines two or more TEX code functionalities as described below. **NOTE:** Use of the dual TEX codes has the same effect on issue transaction processing as the normal TEX code, except that the DD Form 1348-1A (output issue document) will be printed on the input terminal.

11B9.2. Funds Availability Edits. Funds availability edits are not performed by the retail supply system when the: item's budget code is other than 8 or 9; backordered assets are stored on Supply secondary or detail records; TEX on the issue request equals D (free) or 6 (post-post); supported organization code equals 002, 004, 005, 010; routing identifier code (RIC) equals HR1 or JBR; urgency of need designator (UND) equals 1 (except 1 T), J, or / (slash) (MICAP). **NOTE:** If sufficient funds are not available to cover the total cost of the backorder, an A907 reject is produced. See DFAS-DE 7077.10-M for more information and correction procedures. For financial error correction on customer issue requests, refer to [Section 11B](#).

11B9.3. TEX D or R Usage. To establish a customer backorder with no charge for an AFMC-managed (budget code 8 only) item, process the customer issue request with TEX D or R. If the budget code is other than 8, a 279 reject is produced. See [chapter 7](#) for more information. **NOTE:** The 279 reject is not produced for laundry and dry cleaning equipment if allowance source code (ASC) 534 is used in the input project code field. See [volume 1, part 3, chapter 6 or 7](#) for the specific requirements for free issue of GSD or MSD items. **NOTE:** The use of TEX D or R is restricted and must be used according to Air Force policy instructions. The SMAG Manager at each base determines validity of TEX D or R customer requirements. When free issuing any budget code 8 items the SMAG manager must notify HQ AFMC/A4YF for approval.

11B9.4. TEX Codes and Explanations.

Table 11B9.1. TEX Codes and Explanations.

TEX	DUAL TEX	DESCRIPTION AND PROCESSING EFFECT
B	S	REIMBURSEMENT REQUIRED. This TEX code is used as determined locally and/or by the MAJCOM to identify those issue requests by non-tenant organizations that require reimbursement. (See Note 2)
C	NA	SUBSTITUTE ISSUE. This TEX code is used to issue a different (substitute) NSN to a detail record such as MRSP, IRSP, WRM, and Supply Point.

TEX	DUAL TEX	DESCRIPTION AND PROCESSING EFFECT
D	R	REIMBURSEMENT NOT REQUIRED. This TEX code is used as determined locally to identify those issue requests that do not require reimbursement; i.e., redistribution of excesses, etc. In other words, this TEX code is used for the free issue and free backorder/DOR of selected items. The use of TEX D pertains to activity code X, R, J, and D issue requests only. Do not use TEX D without the approval of the SMAG Manager. The SMAG Manager is responsible for the complete review of TEX D issues and due-outs. For AFMC-managed (budget code 8) items, the Funds Manager must receive a list of selected items identified as non-reimbursable from an appropriate higher authority; i.e., MAJCOM, System Program Director, or the Air Staff and ensure HQ AFMC/A4YF is provided the list. Using a TEX D to create a "free" due-out for budget code 8 items allows for the requisition to be automatically created. To ensure that only approved items are processed with TEX D, the Funds Manager will review the Base Supply Surveillance Report (D20), Part One, Free Issue and Credit Code YTurn-ins. If there are free issue transactions appearing on the D20 that were not authorized, each free issue transaction will be reverse-posted and reprocessed without TEX code D.
E	NA	NO END-ITEM DOCUMENT NUMBER ON AWP REQUEST. Normal mark-for field edits apply.
F	NA	ISSUE FROM DETAIL WITHOUT REPLENISHMENT. Do not replenish the supply point, MSK, WRM, or MRSP detail.
G	NA	DO NOT REQUISITION. Suppress other asset notice (Processing will be the same as TEX code 7.)
H	NA	DO NOT ISSUE, DO NOT REQUISITION, ESTABLISH DUE-OUT. Due-out will be established, assets will not be issued, and requisition action will not be taken. The due-out will be un-obligated until requisitioned from other than a free source of supply. See chapter 9 for DRMO procedures, chapter 26 for chemical warfare and unfunded mobility supplies and equipment, and chapter 15 for CEERS L and P equipment brochure items. This code is restricted to DRMO withdrawals, chemical warfare gear, unfunded mobility supplies and equipment, and CEERS L and P equipment brochure items.
I	NA	BYPASS REJECT 488. This TEX code will bypass reject 488 for a UND C request when a shipment suspense detail is on file for serviceable assets previously transferred to DRMO.
J	ISU	Bypass CMOS ICI when processing to preclude creation of shipment suspense record and to produce a DCR.
L	NA	ISSUE FROM SUPPLY POINT DETAIL. This code applies only to supply point details for type account code K, type authorization codes C, I, P, S, T, or Z, non-additive details. Processing is the same as TEX code F, except that the retail supply system will automatically interface with the FSP transaction program to reduce the authorized quantity on the supply point detail by the quantity in the issue (MSI) transaction.
M	NA	REINPUT OF KILLED ISSUE REQUEST. When used, customer backorder and subsequent requisitioning action can take place or an issue from an IRSP/RSP detail if it passes the issue edits and there are assets available in the kits.
O	NA	Internally assigned by DIT/ISU program for JCS/OSD requirements within project code 9(xx).
Q	ISU	Bypass CMOS ICI when processing post-post to preclude creation of shipment suspense record and to produce a DCR.

TEX	DUAL TEX	DESCRIPTION AND PROCESSING EFFECT
R	ISU	Combination D and 7. Free Issue, memo due-out. This applies to budget code 8 items only. Do not use this code without the approval of the Supply Management Activity Group (SMAG) manager who must get approval from HQ AFMC/A4YF. Using a TEX R creates a "free" due-out for budget code 8 items without creating a requisition.
R	NA	ISSUE FROM SUPPLY POINT DETAIL. This code applies only to supply point details for type account code K, type authorization codes C, I, P, S, T, or Z, non-additive details. Processing is the same as a blank TEX code, except that the retail supply system will automatically interface with the FSP program to reduce the authorized quantity on the supply point detail by the quantity in the MSI.
T	NA	ISSUE REQUESTED STOCK NUMBER ONLY. When used, the retail supply system bypasses the I&SG group and only the requested stock number requested will be issued or backordered. When the customer issue request input results in a backorder (due-out) of an item that contains a relationship code of M or I, an F017 management notice will be produced. See chapter 7 for processing instructions.
U	NA	DO NOT ISSUE. Establish customer backorder (due-out) for unsupportable code MRSP/IRSP requirements only.
W	NA	POST-POST. Same as TEX code 6, with the exception that the retail supply system-generated requisition date (at time of processing instead of the document number date) is assigned to the ISU/DOR field on the DIFM detail. TEX code W is applicable only to MSI input transactions.
X	NA	SHIP TO SUPPLEMENTARY ADDRESS. When TEX X is used in support of project COOL BARGE (175) or PACER GOOSE (Y31), the project code must be 175 or Y31 if automatic due-out and requisitioning are required. For other uses when TEX X is contained in the due-out detail, the requisitioning programs will place the first six positions of the organization title in the supplementary address of the due-in detail and requisition. See chapter 9 for more information.
Y	NA	COMBINATION TEX E, 5, AND 7. Do not requisition. Disregard edits for end-item document number and reasonable quantity.
Z	NA	DO NOT ISSUE, DO NOT REQUISITION, ESTABLISH MEMO DUE-OUT. This code will be used to establish an obligated memo due-out. On-hand quantities will be issued/released only when the specified due-in linked to the due-out is received. NOTE: When an off-base supply point issue request is processed and the type authorization on the supply point detail record equals D, TEX Z will establish a linked due-in detail record and direct shipment to an off-base supply point.
1	NA	DO NOT REQUISITION OR AUTOMATICALLY RELEASE DUE-OUT. Same as TEX 7. In addition, the due-out release programs will not automatically release due-outs.
2	K	DISREGARD AUTHORIZED VS ON-HAND QUANTITY EDITS ON ISSUE TO SUPPLY POINT, MSK, WRM, OR MRSP. (See Note 2)
3	NA	BYPASS FUNDS AVAILABILITY ON THIS REQUEST. Do not use this TEX code without prior approval of the budget officer. See chapter 7 for reject 907.
4	V	FILL OR KILL. Used on priority issue requests for any quantity not filled. Demand data are not updated for the killed portion of the issue request. Activity codes C and L are not authorized to use this code. (See Note 2)
6	NA	POST-POST. For the input stock number and system designator, the total balance must be sufficient to process the input quantity, or the request will produce a 290 reject. Reject 290 will freeze the item records of the input stock number and system designator with freeze code I. Post-post transactions should be held to an absolute minimum since they increase the possibility of errors and warehouse refusals.

TEX	DUAL TEX	DESCRIPTION AND PROCESSING EFFECT
7	P	DO NOT REQUISITION. If the request cannot be filled and results in a due-out, the due-out will be memo and requisitioning action will not be taken. The retail supply system will bypass authorized quantity edits when used on issue to WRM or MRSP details. (See Note 2)
8	NA	DO NOT ISSUE. Establish a due-out and disregard reasonable quantity edit. If type account code is B, a firm obligated due-out will be established and requisitioning action taken. If type account code is E and the item record budget code is Z or 9, a memo unobligated due-out will be established. No requisitioning action will be taken. If type account code is E and the item record budget code is alpha (except Z), this TEX code will be disregarded by the issue program. See chapter 22 for equipment due-out procedures.
%	NA	REDUCED PRICE ISSUE. At the option of the LRS Commander/accountable officer, items with MIC 3, 4, or blank and ERRC XB3 or NF1 (with IEX E/6 or 3/K) may be offered for sale at a reduced price (in lieu of transfer to disposal) after 365 days in retention. ERRC XB3 or ERRC NF1 (with IEX E/6 or 3/K) items with MIC 1 or 2 assigned may be sold at a reduced price after 700 days in retention (i.e., 30 days before the full retention period is met). Budget codes 1 and 9 are the only budget codes allowed. The percentage discount (from 01 up to a maximum of 99 percent off) is also a LRS Commander/accountable officer option. Only items on hand will be discounted and backordering at a reduced price is not allowed. To ensure only items approved by the LRS Commander/accountable officer are issued, the Funds Manager should review the Base Supply Surveillance Report (D20), part 11, Reduced Price Issues. Issue inputs not meeting the above conditions will produce a non-cumulative 001 reject. See chapter 7 for corrective action.
@	NA	PRINT OUTPUT DOCUMENT ON INPUT FUNCTION. May be used on UND A or B ISU inputs to bypass assignment of TEX code 4 when original input resulted in a 295 reject. When TRIC is MSI, this code is authorized for unserviceable MRSP and IRSP issues.
. (period)	NA	Internally assigned by issue programs to allow issue of excess expendable peacetime operating stock (POS) above the requisition objective to satisfy initial WRM requirements. Unsatisfied quantities will be backordered with TEX period (.). This TEX code is applicable only to supportable WRM requirements, budget codes 1 and 9, ERRCD XF and XB.

NOTES:

1. TEX codes are not authorized and will be blanked by the retail supply system for part numbered item requests (P in position 5 of the stock number).
 - a. If a reject is produced which requires reprocessing of the issue request with a TEX code, use the part/reference number cross-reference to obtain the stock number.
 - b. If an applicable stock number is found for the part-numbered item requested, reprocess the customer issue request using the stock number.
2. Use of dual TEX codes will cause the output issue document (DD Form 1348-1A) to print at the input terminal.

ATTACHMENT 11B-10

CUSTOMER ISSUE REQUEST (ISU/MSI) TRANSACTION MARK-FOR FIELD DATA REQUIREMENTS

11B10.1. Purpose. To describe the data required in the mark-for field (positions 67-80) of customer issue request (ISU/MSI) transactions.

11B10.2. Mark-For Field Input Data Requirements.

Table 11B10.1. Mark-For Field Input Data Requirements.

TRIC	TYPE OF ISSUE REQUEST	ACTIVITY CODE	INPUT POS	MARK-FOR FIELD
ISU	Maintenance Issue (type organization codes V, G, I, 7, 8, or 9), all MICAP except CE (type organization A or B), and AWP with TEX E	X, R, P, D, and J	67-73	See Note
			74-76	Standard Reporting Designator. Use <i>ZZZ</i> when ordering general and administrative supplies.
			77-78	Work Unit Code. Use 01 when SRD <i>ZZZ</i> is used for ordering general and administrative supplies.
			79-80	Command Code or Blank. Enter command code of the unit which owns the end-item being repaired if unequal to requesting unit's command code.
ISU	Civil Engineer	X,R,P,E	67-71	Facility Number
			76-80	Job Order Number
ISU	AWP other than TEX E or 6	X,R	67-80	End-Item Document Number
ISU Indi	Individual Equipment Element (type organization codes 7, 8, or 9)	P,K 6	7-71	First five characters of individual's last name or first position of last name and last four positions of SSAN.
			72-75	Blank. Location code stored by the retail supply system for type organization A and B.
			76-78 O	Optional
			79-80 Bl	Blank
ISU Indi	Individual Equipment Element (type organization code other than 7, 8, or 9)	P, K	67-71	First five characters of individual's last name or first position of last name and last four positions of SSAN.
			72-75 Bl	Blank.

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TRIC	TYPE OF ISSUE REQUEST	ACTIVITY CODE	INPUT POS	MARK-FOR FIELD
			76 Bl	ank
			77-80	Optional. The requesting individual's telephone extension number.
ISU	To Contract Maintenance, for TCTO (type organization code is V, G, I, 7, 8, or 9)	C 6	7-80	Blank
				Optional As Follows:
			74-76	Standard Reporting Designator
			77-78	Work Unit Code
			79-80	Command Code
ISU	Civil Engineer Verified MICAP (type organization A, B, 7, 8 or 9)	X, R, P, E	67-71	Facility Number
			72-75 Bl	ank.
			76-78	Standard Reporting Designator
			79-80	Command Code or Blank. Enter command code of the unit which owns the end-item being repaired if unequal to requesting unit's command code.
ISU	To MSK, WRM, MRSP, and Supply Points)	S, M, U, W	67-79	Blank
			80	Blank for Activity Codes U and W
ISU V	ehicle	E	67-74	Registration Number
			75	Status Code. See chapter 22, section 22I .
			76	Replacement Code. See chapter 22, section 22I .
			77-79	Warranty Date Blank. Zeros passed to warranty date by the retail supply system. FCI program will be used to assign warranty date.
			80 Bl	ank
MSI	From MRSP, MSK, Supply Point, and WRM Details (type organization code V, G, I, 7, 8, or 9), or when the UJC is MICAP	X, R, S, C, J	67-71	As follows:
			67-69	Standard Reporting Designator
			70-71	Work Unit Code
			72-80	Detail Document Number:
			72-74	Organization Code 75-76 Shop/ - Supply Point Code 77-80 Serial Number

TRIC	TYPE OF ISSUE REQUEST	ACTIVITY CODE	INPUT POS	MARK-FOR FIELD
MSI	From Unserviceable Detail (type organization code V, G, I, 7, 8, or 9)	C, P, R	67-69	Standard Reporting Designator
			70-71	Work Unit Code
			72 Bl	ank
			73-80	Date and Serial Number of Detail

NOTES:

Enter the serial number as follows:

1. If the requested items are used on aircraft, enter the aircraft two position year and five-position serial number/equipment identification (tail number) code. For other than aircraft requests enter the last seven positions of the serial number.
2. If a serial number or tail number is not available, and the maintenance activity is supported by IMDS CDB, enter the locally constructed four-digit IMDS CDB equipment identification code in positions 70-73.
3. If the locally constructed four-digit IMDS CDB equipment identification code is used in positions 70-73, and the year of manufacture is not known, positions 67-69 may be non-significant numeric characters in this field.
4. If the maintenance activity is not supported by IMDS CDB, and no serial number or tail number exists, use non-significant numeric characters in this field.
5. If the requested items are for communications-electronics (CE) activities supported by IMDS CDB and a serial number exists, enter zeros in positions 67-68 (instead of the equipment serial number) and the locally constructed five-digit IMDS CDB equipment identification in positions 69-73.
6. If the requested items are SPRAM (activity code D with a blank mark-for), the retail supply system automatically assigns the major command code, SRD of ZZZ, and work unit code ZZ. See [Attachment 11B-22](#) for additional information about SPRAM item issues.

ATTACHMENT 11B-11

RETAIL SUPPLY SYSTEM EDIT OF CUSTOMER ISSUE REQUESTS

11B11.1. Purpose. To explain internal retail supply system processing of the different types of customer issue requests.

11B11.2. General Updates. Recurring customer issue requests are designed to update retail supply system demand data. See chapter 19, [section 19B](#) for more information. Additionally, the retail supply system updates applicable item and detail record balances as appropriate upon issue of stock. If required, the retail supply system creates substitute detail records for equipment item issues. See [chapter 22](#) for more information. Any time activity code E, J, M, P, R, S, U, W, or X customer issue requests are killed, the retail supply system provides an I023 management notice. See [chapter 7](#) for more information.

11B11.3. Retail Supply System Edits. All customer issue (ISU) input transactions are edited by the retail supply system with the exceptions listed below. Any error in the issue transaction input that cannot be corrected by the retail supply system will be rejected ([chapter 7](#)). Line 1 of the reject output document will be identical to line 1 of the input image with the following exceptions:

11B11.3.1. Materiel Management Aggregation Code (MMAC). If the MMAC is blank on the input issue transaction, the retail supply system will assign the MMAC loaded on the item record.

11B11.3.2. Urgency Justification Code (UJC). If the input UJC is AR or BR, the retail supply system will automatically assign the AWP delivery destination from the organization (518) record, regardless of the input entry. If the delivery destination is blank and the input UJC is not AR or BR, the delivery destination from the organization (518) record is assigned on the issue output document or due-out detail (backorder) record. If the input issue transaction contains a blank UJC, the retail supply system assigns UJC CZ. See [Attachment 11B-7](#) for more information.

11B11.3.3. Customer Issue Request Priorities. Customer issue request processing by LRS/supply activities depends a great deal upon the priority of the request. Priority handling requirements may be locally established at the option of the commander of the delivery function. However, priority handling is not required unless needed to meet maximum delivery times. Customer Service or other applicable LRS/supply activity personnel involved with receiving customer issue requests may question requested delivery priorities which appear to contain an inflated UJC/UND. **NOTE:** While priority challenges may reduce the number of violations that can occur in the Air Force supply system and reduce total costs, the customer bears ultimate authority and responsibility for the UJC/UND used on requests.

11B11.3.4. Fill or Kill Customer Issue Requests. Many priority customer issue requests are processed in the retail supply system as “Fill or Kill” when the input TEX code is blank. If the following conditions are met, the retail supply system automatically processes the customer issue request as fill or kill (TEX 4):

11B11.3.4.1. Customer issue requests with urgency of need designator (UND) A.

11B11.3.4.2. Customer issue requests with urgency justification code (UJC) BR, BO, or BQ.

11B11.3.4.3. Customer issue requests with UND C for items containing numeric parts preference code (NPPC) 2 or 5. **NOTE:** When an input issue request is killed, take action as outlined [chapter 27](#).

11B11.3.5. Awaiting Parts (AWP) Customer Issue Requests. If the customer issue request is to satisfy awaiting parts (AWP) requirements, the retail supply system performs the following edits on the input issue (ISU) transaction: the UJC in positions 65-66 must equal AR or BR, and positions 67-80 must contain the end-item document number in the mark-for field. See [Attachment 11B-10](#) for the correct mark-for usage. Additionally, positions 94-95 must contain the end-item system designator (TEX code not equal to E or Y), and positions 118-120 must contain the end-item standard reporting designator (SRD). **NOTE:** If the retail supply system cannot locate the end-item document number or system designator, the input is rejected. Establish a memo (TEX 7) backorder (due-out) for the repair cycle (ERRCD XD(*)/XF(*)) AWP end-item when maintenance elects to order bits and pieces (instead of the end-item) for repair. For this low priority-type requirement, assign urgency justification code (UJC) CZ. Processing in this manner provides visibility through retail supply system DIFM and AWP reports, while excluding the requirement from priority management. If the issue transaction contains TEX E, normal issue (ISU) transaction formats cannot be used. See [Attachment 11B-10](#) and [chapter 10](#) for detailed procedures. Additionally, if the quantity requested is greater than one (1) for the end-item document number identified in positions 67-80, or multiple DIFM details exist, the retail supply system will process the input issue (ISU) transaction as fill or kill. **NOTE:** Customer backorders (due-out) cannot be established against multiple DIFM detail quantities due to automated AWP status update techniques. See [Section 11C](#) and [chapter 10](#) for more information concerning AWP backorders.

11B11.3.6. Equipment Item Customer Issue Requests. The following action is taken by the retail supply system for customer issue requests for equipment items:

11B11.3.6.1. Authority for issue flag. If the customer request is for non-accountable equipment (activity code is P), enter the appropriate authority for issue flag in position 115 of the input issue (ISU) transaction ([Attachment 11B-4](#)). **NOTE:** No retail supply system edits are performed for requested equipment items containing ERRCD NF1. See [chapter 22](#) for more information.

11B11.3.6.2. Interchangeable equipment issues for equipment management code (EMC) 1 items. If the input authority for issue flag is Z, and requested assets are not available, the retail supply system will attempt to issue interchangeable assets if the interchangeable asset(s) contains equipment management code (EMC) 1. Otherwise, the retail supply system will “kill” the request and produce an I023 (other asset) management notice. See [chapter 7](#) for more information and processing instructions.

11B11.3.6.3. Equipment items containing numeric parts preference code (NPPC) 9. If the requested equipment item contains NPPC 9 (unacceptable for Air Force use), the retail supply system will change the input TEX code to 4 (fill or kill) and continue processing unless TEX code 6 is used.

11B11.3.6.4. Equipment part numbered items. If position 8 of the equipment issue request contains a P (part number), the retail supply system will attempt to convert the part number to a stock number. If the part number cannot be converted, an I007 management notice will be produced. See [chapter 7](#) for more information and processing instructions.

11B11.3.7. Other than Requested NSN. If other than the requested item was issued (for example, master, interchangeable, or substitute with a different unit of issue), the stock number on the output will be different from the stock number on the input.

11B11.3.8. TCTO (K) Stock Numbers. If the requested stock number contains a K in position 5, the retail supply system automatically assigns demand code I. See [Attachment 11B-8](#) for more informa-

tion about demand code usage. Also, see [Attachment 11B-23](#) for additional information about TCTO issues.

11B11.3.9. Force Activity Designator (FAD). If the issue request input transaction FAD is blank, the retail supply system assigns the FAD from the organization (518) record.

11B11.3.10. Off-Base Organizations. If the issue request is received from an off-base organization, the retail supply system computes and assigns the delivery priority to the output issue document.

11B11.3.11. Issue Exception (IEX) Code. If the requested item contains IEX E or K, the serviceable balance must be zero or the issue transaction (ISU) input will reject. If the IEX E or K item request is post-post (TEX 6), or the organization is off-base, the serviceable balance edit does not apply.

11B11.3.12. Transaction Exception (TEX) Code T. If the input issue transaction contains TEX T, the retail supply system assigns requisition advice code 2B. See [Attachment 11B-9](#) for more information.

11B11.3.13. Budget Code. The retail supply system applies the budget code from the requested item record.

11B11.3.14. Controlled Item Code (CIC). The retail supply system applies the controlled item code from the requested item record.

11B11.3.15. Other Customer Issue Request Edits. Under various conditions, customer issue requests are edited for quantity and/or unit cost conditions as follows:

11B11.3.15.1. High cost. If the unit cost multiplied by the issue input transaction quantity exceeds ten positions, a 299 Reject will be produced. See [chapter 7](#) for more information.

11B11.3.15.2. Multiple DIFM flag. The item record must contain a multiple DIFM flag if the customer issue request is for a repair cycle item (ERRCD XF(*)/XD(*)), and the input quantity is greater than one. Otherwise, the quantity will be changed to one and an I001 management notice will be produced. See [chapter 7](#) for more information and processing instructions.

11B11.3.15.3. Type account code (TAC) B. If the requested item record has type account code B (supplies), the activity code on the issue input transaction must equal B, C, J, M, P, R, S, U, W, or X.

11B11.3.15.4. Type account code (TAC) E. If the requested item record has type account code E (equipment), the issue input transaction activity code must equal C, E, R, or P.

11B11.3.15.5. Project codes 175 and Y31. If requested assets are available, the retail supply system issues the requested stock number unless TEX 8, H, X, or Z is used with project code 175 or Y31. If any one of these conditions exists, the retail supply system establishes a customer backorder (due-out) regardless of the on-hand balance.

11B11.3.16. Issue of Interchangeable and Substitute Group (I&SG) Items. If the customer requirement cannot be satisfied from the requested stock number, the retail supply system checks for an Interchangeable and Substitute Group (I&SG) number or relationship code located on the requested stock number item record. The retail supply system will issue the requested item only when the item relationship code is other than Master (M), Interchangeable (I), or Substitute (S). **NOTE:** The retail supply system will not issue interchangeable items across requested items containing different system designators.

11B11.3.16.1. Substitute item issues. If the item relationship code is S (substitute), the retail supply system issues the substitute item only if the requested quantity and the unit of issue can be converted, and the item is not in the D097 X file. If the requested item is a substitute, and other master or interchangeable assets are available, the retail supply system kills the unsatisfied quantity and provides an I023 management notice (Other Asset Data). See [chapter 7](#) for more information and processing instructions.

11B11.3.16.2. Master/interchangeable item issues. If the item relationship code is M (master) or I (interchangeable), the retail supply system checks all other items in the group containing relationship code M or I and issues available assets. **NOTE:** Relationship code M and I assets frozen for inventory are bypassed. If the relationship code M and I asset contains a subgroup code (I&SG order code) equal to or greater than the subgroup code of the requested stock number, the asset will be issued. If relationship code M and I assets are not available for issue, the requested stock number will be killed or backordered depending upon the input TEX code. Example: Requested item is in subgroup AA(*), requirement can be satisfied from subgroup AB(*), but requirements for items in subgroup AB(*) cannot be satisfied from items in subgroup AA(*).

11B11.3.16.3. Interchangeable items frozen for inventory. If requested assets are available, but frozen for inventory, the retail supply system rejects the input. Additionally, if the requested item is not available, and M or I related assets are available but frozen for inventory, the retail supply system automatically kills the request and provides an I023 management notice.

11B11.3.16.4. Unequal units of issue. If the requested items are not repair cycle (ERRCD XF(*)/XD(*)), WRM, MSK, MRSP, or supply point assets, and the request cannot be satisfied from M or I related assets, the retail supply system will continue to search the group for substitutes (S) with a convertible unit of issue and process the issue request as follows:

11B11.3.16.4.1. If substitute assets are available, the retail supply system issues the assets if the requested quantity and the units of issue can be automatically converted.

11B11.3.16.4.2. If the units of issue cannot be automatically converted, the retail supply system continues to search the group for other related assets.

11B11.3.16.4.3. If other related assets are available, or a substitute asset with a convertible unit of issue is located, the retail supply system kills the unsatisfied quantity and provides an I023 management notice.

11B11.3.17. Unfilled Customer Issue Requests. If the total quantity requested cannot be satisfied (filled), the retail supply system backorders or kills the remaining quantity according to the input TEX code, NPPC, and priority of the request as follows:

11B11.3.17.1. If the input issue request contains TEX 7, G, or M, the retail supply system backorders the unsatisfied quantity. See [Attachment 11B-9](#) for more information and processing instructions.

11B11.3.17.2. If the requested item contains NPPC 4 or 9, the retail supply system bypasses the item record unless the input supply condition code is D or J. The retail supply system kills the unsatisfied quantity and provides an I023 management notice. See [chapter 7](#) for more information and processing instructions.

11B11.3.17.3. Post-Post Processing of Customer Issue Requests. If the customer request is post-post, the retail supply system issues from the requested stock number only. If the post-post requested stock number is frozen, or if insufficient assets are available on the item record, the

retail supply system produces a 469 or 290 Reject respectively . See [chapter 7](#) for more information.

ATTACHMENT 11B-12

ISSUE FROM DETAIL RECORD (MSI) TRANSACTION PROCESSING INSTRUCTIONS

11B12.1. Purpose. To explain preparation instructions, internal edits, and procedures to issue assets from retail supply system Supply Point, MSK, WRM, WRM/In-Use, MRSP, and unserviceable detail records.

11B12.2. General Issue from Detail Record Processing. The issue of assets from retail supply system detail records requires an Issue from Detail (MSI) input transaction. See [Attachment 11B-13](#) for the MSI input transaction format. The issue from detail record (MSI) input transaction requires the following combination of activity code and type of issue codes:

11B12.2.1. If the activity code in position 30 is C, position 53 must contain M, R, S, U, or W.

11B12.2.2. If the activity code is R, position 53 must be E, M, R, U, or W.

11B12.2.3. If the activity code is X or J position 53 must be E, M, U, or W.

11B12.2.4. If the activity code is P, position 53 must be R.

11B12.2.5. If the activity code is S, position 53 must also be S. Additionally, positions 72-80 must contain the supply point detail document number ([Attachment 11B-10](#)).

11B12.3. TEX Code. If position 53 contains an R, the TEX code in position 51 must be blank, D, or @. All other MSI input transactions must contain a blank or 6 in position 51.

11B12.3.1. TEX D - This TEX code is used when reimbursement is not required as determined locally. Caution: Do not use this TEX unless approval has been provided by the Funds Manager.

11B12.3.2. TEX Blank – TEX Blank, upon issue from MRSP detail records, routes the output issue documents to the function number identified on the MRSP-IRSP-CONTROL record. If the 025-OUTPUT-FUN-NUMBER is blank, the output document is returned to the input terminal.

11B12.3.3. TEX 6 - Post-Post.

11B12.3.4. TEX @. TEX @, upon issue from MRSP detail records, routes the output issue documents to the input terminal. TEX @ overrides the function number on the MRSP-IRSP-CONTROL record.

11B12.4. Automatic Issue of Assets Located on Detail Records. In some cases, the retail supply system automatically searches for, and issues, assets from detail records. For expedite and routine issue requests, the retail supply system takes the following actions:

11B12.4.1. Mission Support Kit (MSK) and Supply Point Assets. If a routine or expedite issue request (activity codes J, R, and X)--other than post-post (TEX 6), TEX code 8, H, or Z cannot be satisfied, the retail supply system will search for MSK/supply point details with the requested stock number. If assets are available for issue located on MSK detail records (not deployed), or on supply point detail records, the retail supply system will kill the unsatisfied quantity and provide an I023 management notice (other asset data). Supply, in coordination with the requesting organization, should take action to issue the available assets from the detail records. See [chapter 7](#) for more information.

11B12.4.2. Mobility Readiness Support Package (MRSP) and In-Place Readiness Support Package (IRSP) Assets. In some cases, the retail supply system will automatically issue available assets located on MRSP or IRSP detail records. However, all of the following conditions must be met:

11B12.4.2.1. The issue request activity code equals X, R, or J.

11B12.4.2.2. The UND is A or B.

11B12.4.2.3. The MRSP or IRSP detail authorize-withdrawal-flag is not set to N.

11B12.4.2.4. The MRSP detail is not deployed.

11B12.4.2.5. The MAJCOM is authorized MRSP/IRSP withdrawal. **NOTE:** MAJCOMs that are authorized automatic withdrawal of MRSP/IRSP are contained on the 025-MRSP-IRSP-CONTROL record. See [chapter 26](#) for load instructions.

11B12.4.2.6. The withdrawal will not reduce assets on hand below the required percentage fill rate on the MRSP/IRSP control record.

NOTE: The retail supply system will issue to zero balance if the input UJC is MICAP and the percent fill is less than 100% on the MRSP-IRSP-CONTROL Record.

11B12.4.2.7. If all of the above conditions are met, the retail supply system automatically formats an Issue from Detail (MSI) transaction to issue the asset from the detail record. See [Attachment 11B-13](#) for more information and input format for the MSI input transaction. The retail supply system continues to process MSI transactions until the requested quantity is satisfied. All unsatisfied quantities are killed and an I023 management notice is provided.

11B12.4.2.8. ISU requests with TEX M can issue from RSP/IRSP kits if all of the above conditions are met. This prevents bypassing assets that were receipted in between getting the I023 MGT Notice and trying to backorder with a TEX M. (NOTE: This does not apply if assets have been DOR'd to an MSK or Supply Point. The request will bypass them and backorder.)

11B12.5. Manual Issue of Items Maintained on Detail Records. Issues of equipment, supply point, MSK, MRSP, and WRM items require corresponding retail supply system detail records. If the corresponding detail record cannot be located, the retail supply system rejects the issue request. If the request is an issue from supply point, MSK, MRSP, WRM/in-use, or unserviceable details, the issue input transaction rejects if the requested stock number is frozen for inventory or if insufficient quantities are available. If the request is satisfied from an unserviceable detail record, the retail supply system rejects the input if the unserviceable detail or the item record for input stock number and system designator cannot be found. If the issue input transaction activity code is unequal to S, the retail supply system rejects if the input contains organization code 005. If the request is for a WRM or MRSP detail record item and the detail record contains a least acceptable code, the issue request could result in either an issue or backorder depending on the value of the least acceptable code. If the 101-ISG-SOURCE code has an equal or greater value than the least acceptable code, the asset can be issued. See [chapter 26](#) for detailed procedures.

11B12.5.1. Issues from Supply Point Detail Records. All issues from supply point detail records are considered “over-the-counter.” The recipient’s signature is required for all over-the-counter issues from supply point detail records. When a demand is placed on the supply point and the item is available, supply point personnel select the item from the applicable location and prepare an issue from detail (MSI) transaction. The following codes apply to the MSI transaction input:

11B12.5.1.1. Enter activity code C (functional check) or S (supply point) in position 30 and S in position 53.

11B12.5.1.2. Enter the organization and shop code of the requesting activity in positions 31-35.

11B12.5.1.3. Enter the next sequential serial number in positions 36-39.

11B12.5.1.4. Enter the supply point item number in positions 40-43.

11B12.5.1.5. Enter the appropriate demand code in position 44.

11B12.5.1.6. Enter the organization code, shop code (supply point number), and serial number of the supply point detail in positions 72-80.

11B12.5.1.7. Each supply point maintains a locally-devised serial number log, using numbers 0001 through 9999. When 9999 has been assigned, supply point personnel start the log over with 0001. The purpose of this log is to assign a sequential serial number to the document number date field (positions 36-39) of each issue from the supply point transaction. This technique permits multiple issues of a single item during one day's processing.

11B12.5.1.8. The retail supply system will return the supply point output issue document (DD Form 1348-1A) to the input terminal function if a terminal function is available at the supply point. Supply points operating without a terminal function (or a terminal function which is inoperative) process issues from the supply point as post-post (TEX 6).

11B12.5.1.9. When the supply point detail contains a type authorization code D, the input MSI transaction must be processed with TEX F (replenishment) in position 54. **NOTE:** When the input MSI stock number contains a dash two (-2) and the replenishment TEX code in position 54 is 4 or V, the replenishment issue contains the dash two stock number.

NOTE: Fast Moving Items. TRN procedures (see [chapter 10](#)) to record the demand data instead of processing MSI for fast moving items from supply points. However, when TRN procedures are used, the supply point detail DOLT is not updated.

11B12.5.2. Issues from Mission Support Kit (MSK) Detail Records. Enter the following data:

11B12.5.2.1. Activity code C, X, or R in position 30 of the MSI input transaction.

11B12.5.2.2. Organization and shop code of the requesting activity in positions 31-35.

11B12.5.2.3. Date of issue and the next available document serial number for the day in positions 36-43.

11B12.5.2.4. Appropriate demand code in position 44.

11B12.5.2.5. M in position 53.

11B12.5.2.6. Organization, shop code, and serial number of the applicable MSK detail record from which the item is being issued in positions 72-80.

11B12.5.3. Issues from War Readiness Materiel (WRM) Detail Records. Enter the following data:

11B12.5.3.1. Activity code X, C, or R in position 30 of the MSI input transaction.

11B12.5.3.2. Organization code and shop code of the requesting activity in positions 31-35.

11B12.5.3.3. Date of issue and the next available document serial number for the day in positions 36-43.

11B12.5.3.4. Appropriate demand code in position 44.

11B12.5.3.5. W in position 53.

11B12.5.3.6. Applicable MICAP UJC in positions 65-66 when the end-item is MICAP reportable. If the end-item is not MICAP reportable, use the appropriate UJC. See [Attachment 11B-7](#) for more information. **NOTE:** The retail supply system will automatically create a MICAP report (B9M) transaction to report the withdrawal from WRM if the input MSI transaction contains a MICAP reportable UJC. See [Section 11C](#) for more information concerning MICAP reporting procedures.

11B12.5.4. Issues from Mobility Readiness Spares Package (MRSP)/In-Place Readiness Spares Package (IRSP) Detail Records. Enter the following data:

11B12.5.4.1. Activity code X, C, J, or R in position 30 of the MSI input transaction.

11B12.5.4.2. Organization code and shop code of the requesting activity in positions 31-35.

11B12.5.4.3. Date of issue and the next available document serial number for the day in positions 36-43.

11B12.5.4.4. Appropriate demand code in position 44.

11B12.5.4.5. U in position 53.

11B12.5.4.6. Applicable MICAP UJC in positions 65-66 when the end-item is MICAP. If the end-item is not MICAP reportable, use the appropriate UJC. **NOTE:** The retail supply system will automatically create MICAP report (B9M) transactions to report the withdrawal from WRM if the MSI input transaction contains a MICAP reportable UJC. See [Attachment 11B-7](#) and [Section 11C](#) for MICAP reporting procedures.

11B12.5.5. Issues from WRM Packages Maintained on In-Use Details. Enter the following data:

11B12.5.5.1. Activity code X or R in position 30 of the MSI input transaction.

11B12.5.5.2. Organization code and shop code of the requesting activity in positions 31-35.

11B12.5.5.3. Date of issue and the next available document serial number for the day in positions 36-43.

11B12.5.5.4. Appropriate demand code in position 44.

11B12.5.5.5. E in position 5.

11B12.5.5.6. Applicable MICAP UJC in POS 65-66 when the end-item is MICAP reportable. If the end-item is not MICAP reportable, use the appropriate UJC.

11B12.5.6. Issues From Unsupportable Mobility Readiness Spares Package (MRSP) Detail Records.

11B12.5.6.1. Processing issues. Process issues from unsupportable MRSP details using issue from detail (MSI) input transaction ([Attachment 11B-13](#)).

11B12.5.6.2. Processing MSI input transactions. Process MSI input transactions using the stock number and document number (positions 72-80) of the unsupportable MRSP detail. Enter TEX U in position 51 of the MSI input.

11B12.5.6.3. Replenishment procedures. Follow procedures contained in [chapter 26](#) to perform replenishment for unsupportable MRSP detail records. Automatic replenishment of unsupportable MRSP detail records does not occur.

11B12.6. Issue Request Input Functions. Customer issue requests may be input at any LRS/supply activity terminal or the RPS/main system.

11B12.7. Issue Request Output Documents. Customer issue request output (DD Form 1348-1A) documents normally print on the applicable warehouse terminal determined by the warehouse location for the item. Under Supply Asset Tracking System (SATS) processing, the output issue document will be printed on the 4100 printer or hip printer unless the following exceptions are present:

11B12.7.1. If the item record contains a blank warehouse location, the issue output document will be returned to the input function.

11B12.7.2. If the request is issued from a supply point, MSK, MRSP, WRM, or in-use detail record, the output issue document will be returned to the input function.

11B12.7.3. If the request is for a satellite account, the output issue document will be returned to the input function.

11B12.7.4. If the input TEX requires, the DD Form 1348-1A (output) issue document will be returned to the input function. See [Attachment 11B-9](#) for more information. Additionally, if the input delivery destination contains PIK, an I143 management notice (document returned to input terminal) will be produced on the warehouse terminal. **NOTE:** Post-post issue requests do not produce a DD Form 1348-1A output issue document.

11B12.8. Automatic Detail Record Replenishment. An automatic replenishment issue occurs each time an issue is made from a Supply Point, MSK, WRM spares, or MRSP/IRSP detail record, unless automatic replenishment is bypassed using TEX F in position 54 of the MSI input transaction. When stockage conditions permit, multiple MSI input issue transactions may be processed on a given item (bypassing automatic replenishment), or a consolidated replenishment may be manually processed at the close of the processing day. See [Attachment 11B-18](#) for more information concerning the replenishment of assorted retail supply system detail records.

ATTACHMENT 11B-13

ISSUE FROM DETAIL RECORD (MSI) TRANSACTION FORMAT

11B13.1. Purpose. To explain preparation instructions and processing of the issue from detail record (MSI) input transaction. The issue from detail record (MSI) input transaction is used to issue items from Supply Point, MSK, WRM, WRM/In-Use, MRSP, and unserviceable detail records.

11B13.2. Input Restrictions. None.

11B13.3. Output. See Issue Request for Non-Expendable Item (ISU) - In put Transaction ([Attachment 11B-3](#)).

11B13.4. MSI Input Transaction Format and Entry Requirements: Screens: MSIKIT/092 and MSI-UNS/093.

Table 11B13.1. AF Form 2005 Request Format and Entry Requirements.

BLOCK	TITLE
A	Name of Requester, Time/Date
B Blank	
C	Major Command Option
D	If no NSN is assigned, enter manufacturer's part number, and manufacturer's code or name.
E	If manufacturer's part number is entered in block D, enter TO technical reference/publication. If TO/technical publication is not applicable, enter next higher assembly or end-item application.
F	ERRC/Provisioning Source Code
G-I	Major Command Option
J No	menclature

Table 11B13.2. MSI Input Transaction Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Transaction Identification Code	MSI
4-6	3	Delivery Destination	Notes 1, 2
7	1	Issue Exception Code	Note 3
8-22 15		Stock Number	
23-24 2		Unit of Issue	
25-29 5		Quantity	
30-43	14	Document Number	Note 4
44 1		Demand Code	See Attachment 11B-8
45-50	6	Work Order Number	Note 5/Blank
51	1	Transaction Exception Code	Blank, 6, D, W, or @
52	1	Supply Condition Code	Note 6
53	1	FAD/ Type Detail Activity Code	Note 7
54	1	Replenishment ISU TEX Code	

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
55-56 2		System Designator	
57-59	3	Project Code	Note 15
60-61 2		Priority	Note 8
62-64	2	RDD (Normally Blank on AF Form 2005)	
65-66 2		UJC	See Attachment 11B-7
67-80 14		Mark-For	See Attachment 11B-10
81	1	IMDS CDB Unit ID Code	Note 9
82-93	12	IMDS CDB Job Control Number	Note 9
94-95 2		Blank	
96-107	12	JOCAS Number	Note 10
108-110 2		(Reserved)	
111-112	2	Advice Code	Note 11
113-114 2		Blank	
115	2	Authority for Issue Flag	Note 12
116-120 5		(Reserved)	
121	1	Deployed Quantity Flag	Note 13
122-123	2	MICAP Command Code	Note 14
124-130 7		Replenishment Date	Note 15

NOTES:

1. Enter the delivery destination code or leave blank. If blank, the retail supply system assigns the delivery destination code from the organization (518) record.
2. If the request is for a deployed activity using [part 3](#), procedures, positions 46-49 must contain the applicable 8000-series requisition serial number.
3. Leave blank on initial preparation. If the issue request is rejected because of an issue exception code (IEX), enter the appropriate issue exception code when authorized in position 7 ([Attachment 11B-17](#)).
4. For supply point issues, the date (positions 36- 39) must contain a supply point assigned serial number. Positions 40-43 must equal the supply point item number in positions 77-80.
5. The following information applies:
 - a. If the request is for Base Civil Engineering (type or organization code A or B), enter the work order number.
 - b. If for request is for vehicle maintenance organizations operating under the Vehicle Integrated Management System (type or organization code V), enter vehicle maintenance work order and charge code.
6. The following information applies:
 - a. If the request is for serviceable items, enter A or leave blank.
 - b. If the request is for unserviceable items, enter F or leave blank.
 - c. If the request is for items identified with NPPC 4 (TCTO), enter D.

- d. If the requested item contains NPPC 9 (unacceptable for Air Force use), enter J. Caution: Supply condition code J is not authorized for issues to detail record transactions.
7. Enter the type detail activity code as follows:
 - S - Supply Point
 - M - MSK
 - U - MRSP
 - W - WRM
 - E - WRM/In-Use
 - R - Unserviceable
- a. If the request is satisfied from WRM detail records, position 53 equals U, W, or E, and the end-item is MICAP reportable, use the applicable MICAP UJC. See [Attachment 11B-7](#) for more information.
- b. If the end-item is not MICAP reportable, use the appropriate UJC.
8. The correct MILSTRIP priority will be as signed to the output issue document (DD Form 1348-1A) based upon the assigned F AD and UJC. Higher F AD and UJC combinations may be used when justified.
9. For bases operating under the SBSS/IMDS CDB interface, these fields are mandatory on all customer issue requests processed on LRS/supply activity terminals with activity code J. The IMDS CDB Unit ID must be an alpha character or a 001 Reject is produced. Enter the current date anywhere in blocks F through I on the AF Form 2005.
10. For organizations operating under the JOCAS II concept this field is mandatory on all customer issue requests. The 12 digit alpha/numeric JOCA S number consists of positions 1-8 (Job Order Number), and positions 9-12 (Work Breakdown Structure). The JOCAS number must be entered or a 484 Reject will be produced.
11. If required, enter the requisition advice code. See chapter 9, [section 9B](#) for more information.
12. If the activity code equals P and the type account code equals E (equipment), enter the applicable authority for issue flag ([Attachment 11B-4](#)). No retail supply system edit is performed on authority for issue flags for ERRCD NF1 items.
13. If position 53 (activity code of detail) equals M, U, or W and the Asset Status Flag equals P for partial deployment, enter D, or leave blank. Entering D will decrease the deployed quantity and no entry (blank) will decrease the on-hand quantity.
14. If the customer issue request is from an organization with type organization code 7, 8, or 9, or the input UJC is MICAP, enter the command code of the possessing command if unequal to the requesting unit's command code. Example: An Air Combat Command (ACC) unit requests an item to repair a piece of equipment belonging to Air Mobility Command (AMC). Enter command code 1L (AMC) in this field.
15. If the issue request is from a deployed organization using [part 3](#) procedures (positions 4-6 equal SAM), the first four positions of this field (positions 124-127) must contain the applicable 8000 series requisition serial number.

ATTACHMENT 11B-14

DD FORM 1348-1A ISSUE (ISU/MSI/DOR) OUTPUT DOCUMENT FORMAT

11B14.1. Purpose. To describe the output issue document created on the warehouse terminal or on the RPS/main system as a result of processing an issue request with available assets for issue.

11B14.2. Output Destination. Warehouse and RPS/main system.

11B14.3. Input. See issue (ISU) transaction for expendable items in [Attachment 11B-2](#). See issue (ISU) transaction for non-expendable items in [Attachment 11B-3](#). Additionally, see issue from detail record (MSI) transaction in [Attachment 11B-13](#).

11B14.4. Output. DD Form 1348-1A.

Table 11B14.1. DD Form 1348-1A Output Format.

LINE	PRINT POS	FIELD DESIGNATION	REMARKS/NOTES
1 *1	-3	Transaction Identification Code	ISU/MSI/DOR
	*4-6 Del	ivery Destination	
	7	Issue Exception Code	Note 1
	*8-22	Item Record Stock Number	
	*23-24	Item Record Unit of Issue	
	*25-29 Qu	antity Issued	
	*30-43 Do	cument Number	
	44 Dem	and Code	
	45-50 Supp	lementary Address	
	*51 T	ransaction Exception Code	
	52	Item Record Budget Code	
	53 F	AD	
	54	Controlled Item Code	
	*55-56 Item	Record System Designator	
	57-59 Pro	ject Code	
	*60-61 Pri	ority	Note 2
	62-64	Required Delivery Date	Note 3
	65-66 UJC		
	*67-80 Mark-For		
2 1-5		Blank	
	6-11 SRAN		
	12-25 Bl	ank	
	*26-47 Or	ganization Title	
	48 Bl	ank	
	*49-54	Type Transaction	Note 4
	55-72 Bl	ank	

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LINE	PRINT POS	FIELD DESIGNATION	REMARKS/NOTES
	73-80 Un	it Cost	
3 1-5		Blank	
	6-15	Constant FREE ISSUE or Blank	Note 7
	16-25 Bl	ank	
	26-47	Parcel Post Freight Address or Delivery Destination Address	
	48 Bl	ank	
	49-54	Type Transaction	Note 4
	55-56 Bl	ank	
	57-71	Constant DATED ITEM or Blank	
	72 Bl	ank	
	73-80 Ext	ended Cost	
3A 1-25		Blank	
	26-47 Del	ivery Destination Address or Constants NO DEL-DEST RCD LOADED	Note 13
	48-80 Bl	ank	
3B 1-37		Blank	
	38-47 Zip	Code	
	48-80 Bl	ank	
3C	*1-11	Warehouse Location	Note 8
	12 Bl	ank	
	13-15	Tote Box Number or Blank	
	16-17	Type Cargo Code (Off-Base Issues Only)	
	18-19 Bl	ank	
	20 Un	it Pack	
	21-37 Bl	ank	
	38-43	National Motor Freight Class Code (Off-Base Issues Only)	
	44-54 Bl	ank	
	*55-58 Cu	rrent Date	
	59	Supply Condition Code (For MICAP requests, this will be the supply condition code)	
	60-80 Bl	ank	
4A	1-27	Constant, ORGANIZATION BIN LOCATION (For Bench Stock issues only)	
	28-52 BLAN	K	
	53-80	Precious Metal Phrase or Blank	
4B	1-8	Supply Point Location	Note 14
	9-80 BLAN	K	
5 1-2		Blank	

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LINE	PRINT POS	FIELD DESIGNATION	REMARKS/NOTES
	3-17	Stock Number Requested for Issues From Other Than Requested Stock Numbers	
	18-24 Bl	ank	
	25-47 TPO	Data	
	48-54 Bl	ank	
	55-80	Constants AIRLIFT INVESTMENT ITEM, CALIBRATE REPAIR AND RETURN, or Blank	
5A	1-43	Constant, PACER WARRANT 390 SERIAL NUMBER REQD ON TIN	
	44-48 Bl	ank	
	*49-80	CIC Phrase (or)	Notes 4, 5, 6
	1-20 Bl	ank	
	*21-52	CIC Phrase	Notes 4, 5, 6
6 1-2		Blank	
	3-7	MRSP/MSK, WCDO/IRSP Location Code, or Blank	Note 8
	8 Bl	ank	
	9-18	Constants SERV BAL = 0 or UNSERV ISU or Blank	
	19-20 Bl	ank	
	*21-39 Item	Record Nomenclature	
	40-45 Bl	ank	
	*46-48 ERRCD	Code	
	49 Bl	ank	
	50-51 Ap	plication Code	
	52-53 Bl	ank	
	54-69	Constants, MICAP Reportable, PME Number, or Blank	
	70-80 Bl	ank	
7 1-20		Blank	
	21-52	Constant, FUNCTIONAL CHECK MAY BE REQUIRED, or Blank	
	53-61 Bl	ank	
	*62-80	Constant, REUSABLE CONTAINER, or Blank	Note 9
7A	1-29	Warranty/Guaranty Item, Model or Blank	
	44-64	AFTO Form 95 REQUIRED or Blank	Note 10
7B 1-29		Serial Number, Manufacturer's Name or Blank	
	30-70	Constant, DO NOT CONDEMN FOR FAI WEAR AND TEAR, or Blank	
8 1-6		Blank	
	7-14	Requisition Number or Blank	
	15 Bl	ank	

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LINE	PRINT POS	FIELD DESIGNATION	REMARKS/NOTES
	16-19 Co	nstant TIME	
	20-21 Bl	ank	
	22-25	Output Time (HHMM)	
	26-27 Bl	ank	
	28-40	SPC and Phrase or Blank	
	41-42 Bl	ank	
	43-77	Type Cargo Phrase or Constant, COLLOCATED MSI, or Blank	
	78-80 Bl	ank	
9 1-2		Blank	
	3-4	Requested ISG Order of Use Code or Blank	
	5 Bl	ank	
	6-7	Issued ISG Order of Use Code or Blank	
	8-15 Bl	ank	
	16-24	Date and Transaction Serial Number	
	25-30 Bl	ank	
	31-41	REQ DT XXXX	
	42 Bl	ank	
	*43-77	Issue Exception Phrase or Blank	Note 1
	78-80 Bl	ank	
	*68-80	CRITICAL ITEM or Blank	
9B	33-70	Suspect Item Inspect Prior to Delivery	Note 12
10 1-80		NRTS-1 EXPEDITE BENCH CHECK, Subgroup Phrases or Blank	Note 11
11 1-14		Blank	
	*15-30 POST	-POST	
	31-68	SEE REQN NR or Blank	
	69-80 Bl	ank	
* Indicates the minimum essential data required for post-post, documents.			

NOTES:

1. For post-post (TEX 6) issue documents, the IEX and issue exception phrase will be annotated for IEX code 9 and B only.
2. For issues to off-base supply points, the retail supply system assigns priority 06.
3. The following information applies:
 - a. If applicable, enter the requisition advice code in positions 62-63.
 - b. If the activity code is B (bench stock), print positions 62-64 will be blank.
 - c. If the item is non-MICAP reportable, print positions 62-64 will be blank.
 - d. If the input stock number is equipment and the activity code equals P, print position 64 will contain the authority for issue flag.

4. This field may be blank or contain one of the following constants: DIFM with the responsible shop code from the repair cycle record and T/I followed by the quantity, EAID, MRSP, MSK, SUPPLY PT, WRM, WRM/EMS, EOQ, NON-DIFM, NON-EAID, or BENCH STOCK.
5. For post-post output issue documents, review the Stock Number Directory or hand scribe the CIC and phrase from chapter 27, [section 27K](#) in block U of all post-post documents. The retail supply system will create the output document and print the CIC code and phrase in either block X or Y.
6. Stamp or hand-write all copies of output issue documents for classified items in red ink with the words CLASSIFIED ITEM.
7. Constant FREE ISSUE will be printed if the input contains TEX D or R or property was received from a free source.
8. This field will contain the constant TRANS COPY on the duplicate copy of an off-base issue if the split print option is used. If the TRIC is MSI, this field will contain the MSK/MRSP location code.
9. The following information applies:
 - a. If the issue request is post-post, review the Stock Number Directory (M14) for items having an * in print position 56.
 - b. If the item contains an *, write REUSABLE CONTAINER on the post-post DD Form 1348-1A.
10. If the input stock number ERRCD equals XD(*) or XF(*), this field will contain the following:
MPC 3 - 3-CRITICAL
MPC 4 - 4-REQUIREMENT
MPC 7 - 7-EXCESS
MPC C - C-INTENS MGT
MPC L - L-SUPPLY CRIT.
11. If the last position of the I&SG order code of the item issued is numeric, the following phrase will be printed: See [Table 11B14.2](#). I&SG Order Code
 - a. If the first position of the I&SG order code of the item issued is numeric, the phrase SUBSTITUTE - VERIFY TECHNICAL APPLICATION will be printed.
 - b. If the first position of the subgroup code of the item issued is equal to the requested item, the phrase SUBSTITUTE/INTERCHANGEABLE ITEM will be printed.
 - c. If the first position of subgroup code of the item issued is unequal to the requested item, the phrase SUBSTITUTE-VERIFY TECHNICAL APPLICATION PRIOR TO USE will be printed.
 - d. If the subgroup code is not 4 and the TCTO flag contains a 1 on the item record, the phrase TCTO MODIFICATION MAY BE REQUIRED will be printed.
 - e. If the input is a part/reference number request, the phrase PART NBR REQUEST VERIFY TECHNICAL APPLICATION will be printed.
 - f. If the Repair Cycle record NRTS-1 flag field contains a Y, the phrase NRTS-1 EXPEDITE BENCH CHECK will be printed on issue output documents (except activity codes S, M, U, and W).
12. If the suspect materiel flag on the item record contains a one (1), the phrase SUSPECT ITEM INSPECT PRIOR TO DELIVERY will be printed.

13. When a 543-DELIVERY-DESTINATION record is loaded, the retail supply system will print the delivery destination address. If no delivery destination record is loaded, the retail supply system will print the parcel post freight address and the phrase NO DEL-DEST RCD LOADED.
14. The Supply Point location will be printed from the 218-FILLER-1.

Table 11B14.2. I&SG Order Code.

CODE	PHRASE
2 INACTIVE	ITEM
3 CONDEMNED	ITEM
4 TCT	O MODIFICATION REQUIRE
5 NO	N-PUB ITEM
9 VERIFY	TECHNICAL APPLICATION

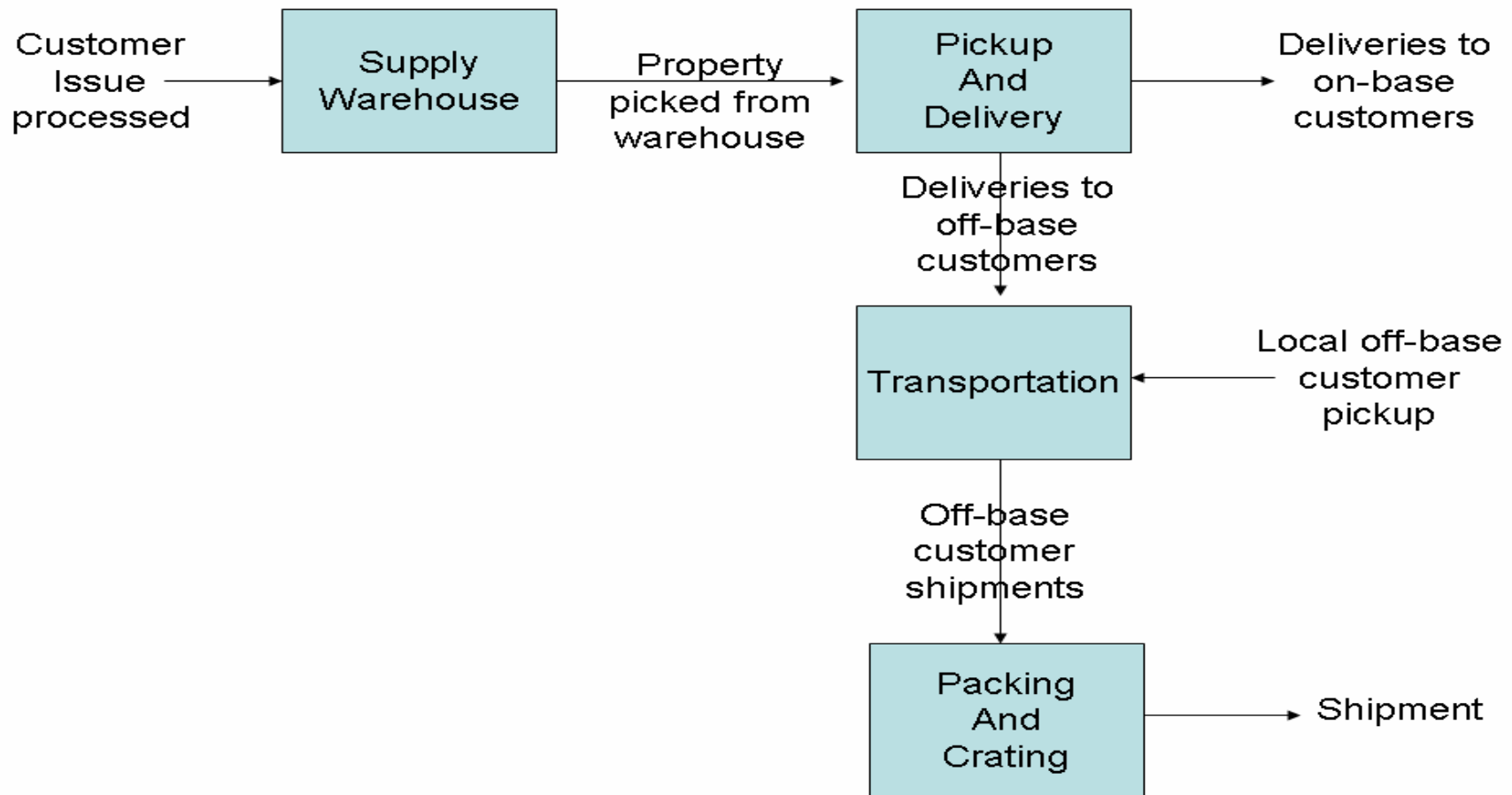
ATTACHMENT 11B-15

**DOCUMENT FLOW AND PROCESSING PROCEDURES FOR DD FORM 1348-1A, OUTPUT
ISSUE (ISU/MSI/DOR) DOCUMENT**

11B15.1. Purpose. To explain the output issue (ISU/MSI/DOR) document (DD Form 1348-1A) flow and processing procedures.

11B15.2. Most retail supply activities use the Supply Asset Tracking System (SATS) to create the DD Form 1348-1A output documents. The output issue documents are used to initiate and track the physical movement of customer-requested materiel. Refer to [chapter 8](#) for additional information about SATS. Some locations, however, continue to use DD Form 1348-1A issue documents output by the retail supply system. Regardless of the output issue document source, the document flows through the materiel picking and delivery processes as illustrated in Figure 11B-1.

Figure 11B15.1. DD Form 1348-1A Output Issue Document Flow.



11B15.3. General Customer Delivery Requirements. Normally, the retail supply system prints a DD Form 1348-1A issue output document on the applicable warehouse terminal where assets are stocked or RPS/main printer. After printing, the following actions are accomplished:

11B15.3.1. On-Base Deliveries. Warehouse personnel take immediate action to remove the items from stock and deliver them to the customer. Upon delivery, obtain the receipt date and time in Block 13, the printed name and signature of the recipient (in any sequence) in Blocks 14 and 15. Signature requirements are listed in chapter 18, [section 18A](#).

11B15.3.2. Off-Base Deliveries. The LRS Commander/supply activity is not required to deliver materiel to off-base activities. However, the LRS Commander/accountable officer should obtain a written agreement with off-base activities detailing pickup schedules and maximum time frames for delivery to the Transportation function. If no written agreement exists, all output issue documents and materiel are sent to the Transportation base shipment planning function within the time frames that have been locally determined.

11B15.4. Supply Warehouse 1348-1A Processing. For bases using the Supply Asset Tracking System (SATS), 1348-1A output issue documents are printed on the 4100 orhip printer. The output document is a SATS ID label. The SATS ID label is affixed to the property and used to route and track materiel delivery. For non-SATS bases, the retail supply system-produced DD Form 1348-1A issue documents are routed to the Storage function if printed on the RPS/main printer.

11B15.4.1. Warehouse personnel pick the property from the correct warehouse location.

11B15.4.2. If SATS is used, the person who picks the materiel from the warehouse scans the SATS ID label to record the property has been picked. If SATS is not being used, Block 22 of the DD Form 1348-1A issue document is signed and the current date is entered in Block 23.

11B15.4.3. The property with the affixed SATS label (or the retail supply system-produced DD Form 1348-1A issue document) is sent to Pickup and Delivery.

11B15.5. Pickup and Delivery Function 1348-1A Processing.

11B15.5.1. If the delivery is for an on-base customer, Pickup and Delivery personnel deliver the property to the requesting activity.

11B15.5.1.1. For SATS users, Pickup and Delivery personnel scan the affixed SATS label to indicate the delivery action has been completed.

11B15.5.1.2. For bases not using SATS, the Pickup and Delivery driver must record the date and obtain the printed name and signature of the property recipient in the appropriate block. The distribution of the DD Form 1348-1A shall be as follows:

11B15.5.1.2.1. Send Copy 1 to Document Control.

11B15.5.1.2.2. Copy 2 distribution depends upon the type of materiel.

11B15.5.1.2.2.1. For equipment item deliveries, give copy 2 to the custodian signing for property.

11B15.5.1.2.2.2. For recoverable items under DIFM control, distribution of copy 2 is a MAJCOM option.

11B15.5.1.2.2.3. Consumable items, give copy 2 to the customer signing for the property.

11B15.5.1.2.3. Copy 3 distribution depends upon the type of materiel being delivered.

11B15.5.1.2.3.1. For equipment item deliveries, copy 3 of the DD Form 1348-1A is sent to the equipment custodian who must annotate the model, serial number, and manufacturer's name. Copy 3 must then be forwarded to the activity maintaining the item warranty/guaranty and serialized control item data. See AFI 64-102 (formerly AFR 70-8) for more information.

11B15.5.1.2.3.2. For recoverable items under DIFM control, retain copy 3 with the asset. Attach copy 3 to the condition tag(s) of the asset (serviceable/unserviceable) being turned-in. Additionally, copy 3 must accompany the National Weather Service Form H-14 for all assets shipped to the National Reconditioning Center.

11B15.5.1.2.3.3. Consumable items, give copy 3 to the customer signing for the property.

11B15.5.2. For off-base customer deliveries, send the materiel (and the output issue document if SATs is not being used) directly to the Transportation function. There are two cases of off-base customer deliveries.

11B15.5.2.1. Off Base Customer Pick Ups. In some cases, Transportation holds issued parts for pick up by off-base customers. The LRS Commander/accountable should obtain written agreements with off-base activities detailing pickup schedules and the maximum time frames for delivery to the Transportation function. If no written agreement exists, all output issue documents and materiel are sent to the Transportation function within locally agreed time frames.

11B15.5.2.2. Off-Base Customer Shipments. When off-base customer deliveries require shipment, the materiel is forwarded to the Packing and Crating section for shipment preparation. Non-SATS bases must distribute DD Form 1348-1A output issue document as follows:

11B15.5.2.2.1. Send Copy 1 to Document Control. Document Control will furnish applicable serialized or warranty data to the activity maintaining warranty/guaranty and serialized control item data.

11B15.5.2.2.2. Send Copies 2 and 3 to Packing and Crating (Transportation function).

11B15.5.2.2.3. Send a duplicate copy of the DD Form 1348-1A document to the Transportation shipment planning function containing the phrase TRANS COPY in block F.

11B15.6. Packing and Crating Function. The Packing and Crating function receives the property with the affixed SATS label or, if SATS is not used at the base, accompanied by four copies of the DD Form 1348-1A issue document. If DD Form 1348-1A documents are attached, Packing and Crating personnel will date and sign copy 1 in Block 22 of the DD Form 1348-1A and return copy 1 to the LRS/supply activity representative making the delivery. **NOTE:** No signature is required from Packing and crating personnel for off-base issue documents (ISU/MSI/DOR) when a CMOS/S BSS interface exists. Signature data are passed to the retail supply system from CMOS through an electronic interface. See [chapter 15](#) for more information.

ATTACHMENT 11B-16

RETAIL SUPPLY SYSTEM MANAGEMENT NOTICE OUTPUT FORMATS AND DISTRIBUTION INSTRUCTIONS

11B16.1. Purpose. To provide the output format and distribution instructions of management notices concerning the processing of customer issue requests. **NOTE:** If during issue request processing an error is detected, an I117 management notice (unable to continue other asset notice) will be produced on the input device. The error condition notice (799 Reject) will be printed on the RPS/main site console for corrective action. See [chapter 7](#) for more information.

11B16.2. Management Notice Document Formats. The printed output document will appear in the same format as outlined in [part 4, chapter 5](#). Additionally, [chapter 7](#) outlines the formats and processing instructions of the output management notices discussed herein. Generally, line 1 of the management notice output document resulting from successful processing of an issue (ISU/MSI) transaction will contain the input image. Lines 2, 3, 4, and 5 may contain management notices I004, I005, I106, and/or I023, or any combination thereof. The last line of the management notice output document contains accumulated totals as described below. The number of lines between the fifth and last line of the management notice output document varies, depending on the number of retail supply system item and detail records with available assets on-hand in the requested I&SG.

11B16.3. Management Notice Output Format.

Table 11B16.1. Management Notice Output Format.

LINE ONE	
1-80 Input	Input Image
LINE TWO	
1-80 Management	Management Notice I004
LINE THREE	
1-75	Management Notice I004 Continued
LINE FOUR	
1-80	Management Notice I005/I106 or Blank
LINE FIVE	
1-33 Management	Management Notice I023
34 Blank	Blank/
35-49	I&SG Number or Input Stock Number
50 Blank	Blank
51-52 Input	Input System Designator
53 Blank	Blank
54-67 Input	Input Document Number
68-80	Blank or QTY ISU and Action Quantity for Bench Stock

Table 11B16.2. Succeeding Lines.

SUCCEEDING LINES - WHEN APPLICABLE LINES SIX & SEVEN HEADER LINES		
1-15 Co	nstant	STOCK NUMBER
16 Bl	ank	
17-27 Co	nstant	TYPE DETAIL
28-32 Bl	ank	
33-42 Co	nstant	DOCUMENT NUMBER
43-49 Bl	ank	
50-52 Co	nstant	QTY
53-55 Bl	ank	
56-59 Co	nstant	AUTH QTY
60-63 Bl	ank	
64-67 Co	nstant	STAT
68 Bl	ank	
69-71 Co	nstant	EDD
72 Bl	ank	
73-75 Co	nstant	LOC
76 Bl	ank	
77-80 Co	nstant	DPLY FLG

Table 11B16.3. Retail Supply System Detail Record Displays.

DETAILS	
1-15 S	tock Number
16 Bl	ank
17-31 T	ype Detail
32 Bl	ank
33-46 Do	cument Number
47 Bl	ank
48-52 On	-Hand Quantity
53 Bl	ank
54-58 Au	thorized Quantity
59-63 Bl	ank
64-66 S	tatus Code
67 Bl	ank
68-71 Estim	ated Delivery Date
72 Bl	ank
73-77 Locati	on Code
78 Bl	ank
79	Deployed Flag from the MSK/MRSP Detail
80 Bl	ank

Table 11B16.4. Retail Supply System Item Record Displays.

ITEM RECORDS	
1	Interchangeable and Substitute Code
2	Item Record Freeze Code
3-17 S	stock Number
18 BI	rank
19-20 System	Designator
21-22 Un	unit of Issue
23-25 ERRCD	
26 BI	rank
27-50 No	nomenclature
51 BI	rank
52-62 W	warehouse Location
63 BI	rank
64-66 SER	
67-72	Serviceable Balance (Zero suppressed)
73-80 BI	rank

Table 11B16.5. Management Notice - Last Line.

LAST LINE	
1-13 END	END OF ASSETS
14-15 BI	rank
16-17	Percent of Base Repair (This field contains the percent of base repair on the master stock number in the ISG.)
18-20 BI	rank
21-60	Due-Out Balance, Due-In Balance, and Demand Level preceded by self-explanatory notes.
61-70 BI	rank
71-79 T	time
OR	
1-19	END OF ASSET NOTICE (Activity Codes B, E, M, or S)
20-80 BI	rank

11B16.4. Distribution of Output Management Notices. Since various management notices may appear on the same DD Form 1348-1A, local management will determine distribution. Refer to [chapter 7](#) for more information concerning the following management notices. **NOTE:** One copy of all output management notices indicating a bench stock item will be provided to Bench Stock Support.

11B16.4.1. Management Notice I004 (Fill). Destroy the I004 notice when this notice is received indicating the total requested quantity was issued to the customer.

11B16.4.2. Management Notice I004 (Kill). If the killed issue request is subsequently cancelled by the customer, send the I004 management notice (at the option of MAJCOM) to the requesting organization or activity, with the name of the individual authorizing the cancellation in Block D.

11B16.4.3. Management Notice I023 (Other Assets Available). If the issue request is killed, and other assets are available, an I023 management notice is produced. If suitable assets are available, issue the assets using the originally requested document number. Distribute the I023 management notice when the requested quantity was killed as follows:

11B16.4.3.1. Available Assets. Verify UND A or B issue requests with the customer when suitable assets are available. If available suitable assets are subsequently issued, destroy the I023 management notice when the request has been satisfied.

11B16.4.3.2. Unavailable Assets. Verify UND A or B requests when suitable assets are not available. If backorder (due-out) is requested by the customer, reinput the issue request transaction with TEX M in position 51. After successful processing, and at the option of the MAJCOM, destroy all copies of the I023 management notice or forward to the requesting organization (non-DIFM items). For DIFM items, send two copies of the I023 management notice to the requesting organization and 2 copies to the Repairable Processing Center (RPC).

ATTACHMENT 11B-17

ISSUE EXCEPTION (IEX) CODE

11B17.1. Purpose. To explain the one-position alpha/numeric Issue Exception (IEX) code assigned to retail supply system item records. Issue exception codes identify unique issue conditions and/or processing instructions for items. The IEX code is loaded to item records by input of a Stock Control Data (FCD) load, change, and delete transaction. See chapter 19, [section 19B](#) for more information concerning FCD transactions. Additionally, standard IEX codes that apply to every item, or a group of items, may be assigned through the use of exception phrase records. Exception phrase records are updated by an Exception Phrase Record (FXR) input transaction. See [chapter 27](#) for more information.

11B17.2. Issue Exception Code (IEX) Assignment Rules.

11B17.2.1. Major commands/bases may assign IEX codes to identify dual issue conditions such as items required for time change requirements. **NOTE:** Dual codes will not be assigned for IEX 3, 4, 6, 7, 9, B, E, F, L, N, or O type conditions.

11B17.2.2. IEX codes are used by retail supply system programs for a variety of management decisions. If a conflict exists on assignment of two or more IEX codes, local management determines the appropriate IEX code to assign.

11B17.2.3. IEX codes P-Z are assigned by major commands and bases

11B17.3. Exception Notice Code (ENC) Logic. Each IEX code assigned to items in the retail supply system requires a corresponding Exception Notice Code (ENC). The ENC determines whether related issue transactions process or reject. The ENC is located on the exception phrase record ([chapter 27](#)).

Table 11B17.1. Exception Notice Code Logic Table.

ENC	INPUT IEX: ITEM RECORD IEX	ACTIONS	NOTES
R UN	EQUAL	Reject Input	
R EQUAL		Reject Input	
P UN	EQUAL	Process	
P EQUAL		Process	

Table 11B17.2. Issue Exception Codes.

CODE	ENC	EXCEPTION PHRASE	MANAGER	NOTES
1	R	*STANDBY ITEM	Stock Control	
2		UNUSED (RESERVED FOR (HQ 754th ELSG)		
3 R		*BASE SERVICE STORE ITEM	Base Service Store	
4 R		*POST-POST (RANDOM LENGTH ITEM)	Storage and Issue	
5	R	*TIME CHANGE ITEM	Repair Cycle Support	
6	R	*IE ITEM	Individual Equipment Element	Note 1

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CODE	ENC	EXCEPTION PHRASE	MANAGER	NOTES
7 P		*GENERATES HAZARDOUS WASTE	Inspection Section	Note 7
8 R		UNUSED (RESERVED FOR (HQ 754th ELSG)		
9 R		*HEALTH HAZARD--MEDICAL CERTIF REQ'D	Inspection N	ote 2
A	P	SAR VERIFY ACCESS BEFORE RELEASE	LRS Customer Service	
B P		*WARRANTY/GUARANTY OR SERIAL NUMBERED ITEM	Inspection N	ote 9
C	R	*MWR Peculiar Items	DP/Individual Equipment Element	
D	R	DO NOT B/O	Stock Control	Note 3
E R		*RETAIL OUTLET (IEE)	IEE	
F R		*BREAKDOWN INTO COMPONENTS	Inspection	
G R		*CIVIL ENGINEER ITEM	Civil Engineer	Note 4
H P		*ENGINE MANAGER CONTROLLED ITEM	Repair Cycle Support	Note 6
I UN		USED (RESERVED FOR (HQ 754th ELSG)		
J UN		USED (RESERVED FOR (HQ 754th ELSG)		
K R		*RETAIL OUTLET (BSS/TIC)	General Outlet (BSS/TIC)	
L UN		USED (RESERVED FOR (HQ 754th ELSG)		
M UN		USED (RESERVED FOR (HQ 754th ELSG)		
N P		SENSITIVE/PILFERABLE ITEM--AUTH ON BENCH STOCK	Materiel Support	
O P		*BASE/COMD INTENSIVE MGT ITEM		Note 5
P-Z P	or R	ASSIGNED AS REQUIRED BY MAJOR COMMAND AND BASES		Note 5

NOTES:

1. IEX 6 and E are for Individual Equipment Items. See chapter 23, [section 23E](#) for more information.
2. See [chapter 10](#) for proper assignment of these codes.
 - a. If the LRS Commander/accountable officer directs, change the ENC to P for IEX 9 items.

- b. If the ENC is changed to P for IEX 9 items, establish local procedures to ensure the DD Form 1348-1A output issue document contains the required certificate ([chapter 10](#)).
3. IEX D is assigned by Stock Control personnel to improve support for customer requirements. IEX D prevents automatic backorder of items which cannot be requisitioned online. An example of when IEX D may be used is when the item is assigned an requisition exception (REX) code 4 (do not requisition), REX 5 (requires additional information from the customer prior to requisitioning), or when the item has a NPPC 2, 3, 5, or 9 and a replacement stock number is available. See [chapter 9](#) for more information concerning REX codes. Processing instructions for each item assigned IEX D should be readily available if rejects occur. This will ensure processing actions are not unnecessarily delayed. Additionally, processing actions may be entered in the item record nomenclature field. However, when the nomenclature field is used for processing instructions, the instructions must be complete and understandable. The intent of using this method is to provide enough information on reject notices so processing of the customer request is not delayed. Standard phrases such as: ORDER NHA, USE 1560001234567BF, or ORDER REPAIR KIT should be used instead of local abbreviations. Caution: Do not use the nomenclature field when processing instructions require extensive explanation, multiple stock numbers, or information which exceeds the available positions of the nomenclature. In these cases, use either the exception control card (ECC) image for the REX assigned (if applicable) or an ECC for the IEX D. The objective is to make it easier to satisfy customer demands without unnecessary delay. Any method that satisfies this objective is allowed if locally documented in either a supplement or local operating instruction.
4. IEX G (Civil Engineer) is assigned as described in [chapter 31](#).
5. The following information applies:
 - a. If the major command desires, maintain ECC images for IEX P through Z.
 - b. If local management desires, maintain ECC images for IEX 1 through 9 and A through O. Normally, ECC images are not maintained for these IEX codes.
6. Assign IEX H to QEC kits and afterburners. See chapter 21, [section 21S](#).
7. Assign IEX 7 to all hazardous materiel/waste item records as described in chapter 21, [section 21Z](#). IEX 7 will not be used in place of IEX 9.
8. Assign IEX 9 to items containing ODCs as determined by the HAZMART/BES. For these types of items, all customer issue requests must be accompanied by an approved Air Force waiver.
9. IEX B is not required for serialized small arms which have serialized report code (SRC) A assigned or COMSEC items which have SRC of C assigned. COMSEC items with MMAC codes CA, CK, CL, CO, CR, and CY must have SRC C loaded on the item record. SRCs are normally loaded automatically through Stock Number User Directory (SNUD) (BME) change transactions received from the Cataloging and Standardization Center (CASC).

ATTACHMENT 11B-18

ISSUE PROCEDURES FOR SPECIAL TYPE ITEMS OR CONDITIONS

11B18.1. Purpose. To explain how to prepare and process customer issue requests for special type items and conditions.

11B18.2. Special Type Items. [Table 11B18.1.](#) identifies retail supply system issue procedures for special type items described in this attachment.

Table 11B18.1. Attachment 11B18-2 Contents.

PARAGRAPH	SPECIAL TYPE ITEM/CONDITIONS
11B18.3	Bench Mockup Item Issues
11B18.4	Bench Stock Item Issues
11B18.5	Continuous Length Item Issues
11B18.6	Contract Maintenance/In-House Repair Item Issues
11B18.7	Exchange of Air Force Property
11B18.8	Free Issue Items
11B18.9	Repair Cycle Item Issues
11B18.10	Items Frozen for Inventory
11B18.11	Local Manufacture Item Issues
11B18.12	LOX/LIN Deicing Fluid Issues
11B18.13	Marginally-Punched Continuous Form Issues
11B18.14	Non-Listed Item Issues
11B18.15	Non-Medical Item Issues
11B18.16	Other Type Account Item Issues
11B18.17	Packaged Aviation Oil (AVOIL) Issues
11B18.18 Person	nel Parachute Issues
11B18.19	Reduced Price Item Issues
11B18.20	Rubber Stamp Item Issues
11B18.21	Safety Glasses Item Issues
11B18.22	Serious Health Hazard Item Issues LRS Commander/accountable officer Option
11B18.23	Small Arms Repair Part Item Issues
11B18.24 Ut	ility (Gas/Electric/Water) Item Issues
11B18.25	Vendor Owned Container Issues
11B18.26	Warehouse Refusal of Issued Items
11B18.27	Nuclear Weapons Related Materiel (NWRM) Issues

11B18.3. Bench Mockup Items. Budget code 8 repair cycle (ERRCD XD(*)/XF(*)) item issues will be free issued (TEX D). Notify the SMAG Manager for approval of the items that will be free issued. The SMAG Manager will in turn notify HQ AFMC/A4YF. See [chapter 22](#) for bench mockup issue procedures.

11B18.4. Bench Stock Items. See [Section 11D](#) for bench stock issue procedures.

11B18.5. Continuous Length Items. If the issue request is for one continuous length of an item, Customer Service assigns requisition advice code 2N to the issue request. Customer Service personnel process an inquiry to see if the item record serviceable balance is equal to or greater than the input issue request quantity and processes the request as follows:

11B18.5.1. Sufficient Continuous Length. If the quantity on hand is equal to or greater than the input issue quantity, warehouse personnel verify that the quantity required is in one continuous length. Customer Service personnel process the issue (ISU) transaction with the quantity requested.

11B18.5.2. Insufficient Continuous Length. If the quantity on hand is less than requested, or not in a continuous length, process the issue transaction with TEX 8 to requisition the appropriate continuous length.

11B18.6. Contract Maintenance/In-House Repair Items.

11B18.6.1. Issue of Items in the Repair Cycle to Contract Maintenance. The using organization Repair Cycle Support personnel assign the appropriate DIFM status code to issues of repair cycle (DIFM) items to contract maintenance. See [chapter 10](#) for more information. Maintenance personnel provide the repaired item to the LRS/supply activity as a normal turn-in after contract maintenance has been completed.

11B18.6.2. Issue of Items in Stock to Contract Maintenance. Issue any item in stock that requires contract maintenance using activity code C. This type of issue results in DIFM control, regardless of ERRCD or demand code. Additionally, demand data are not updated when activity code C is used. See [chapter 19](#) for more information.

11B18.6.3. Processing Non-Accountable Cylinders for Refilling. Storage and Issue processes non-accountable government cylinders which require refilling as follows:

11B18.6.3.1. Issue preparation. Prepare and process an issue (ISU) transaction using activity code C, demand code N, the organization code established for contract maintenance or the LRS/supply activity organization code (as determined locally), and shop code CM. This establishes a DIFM detail record.

11B18.6.3.2. Contractor Signs Issue Document. The contractor receiving the cylinders for refill signs the issue document (DD Form 1348-1A).

11B18.6.3.2.1. Disposition of DD Form 1348-1A (Issues). When cylinders are issued:

11B18.6.3.2.1.1. Send copy 1 to Document Control.

11B18.6.3.2.1.2. Keep copy 2 in a suspense file until the cylinders are returned.

11B18.6.3.2.1.3. Give copy 3 to the contractor.

11B18.6.3.2.2. Disposition of DD Form 1348-1A (Returns). When cylinders are returned:

11B18.6.3.2.2.1. Give copy 2 of the signed suspense copy of the DD Form 1348-1A to the contractor when he returns the refilled cylinders.

11B18.6.3.2.2.2. Prepare and process a turn-in (TIN) transaction using the same document number as the issue document. See chapter 13, [attachment 13A-1](#) for TIN transac-

tion processing. This procedure deletes the DIFM detail record and increases the item record or unserviceable detail record balance accordingly.

11B18.6.3.3. Shipment of Cylinders. Prepare an offline DD Form 1348-1A shipping document stamped DO NOT POST, if shipment of the cylinders to the contractor is required. Cross-reference the issue document created as a result of processing the activity code C issue and the offline shipping document. The Storage and Issue supervisor/NCO will sign the issue document (DD Form 1348-1A) and process as follows:

11B18.6.3.3.1. Send copy 1 to Document Control.

11B18.6.3.3.2. Keep copy 2 in a suspense file until return of the cylinders.

11B18.6.3.3.3. Attach copy 3 to the shipping document and send it to Transportation.

11B18.7. Exchange of Air Force Property. Process issue requests for exchange or trade-in of Air Force property with commercial sources. See [chapter 9](#) for more information.

11B18.8. Free Issue Items. All customer issue requests for free issue must be approved by the LRS/supply activity Funds Manager before processing with TEX D or R (MSD). The free issue policy for GSD and MSD is identified in [volume 1, part 3](#). If a customer issue request is processed with TEX D or R (reimbursement not required), the DD Form 1348-1A issue document is output at the input terminal. The phrase FREE ISSUE appears in block A of the DD Form 1348-1A issue document. See [part 10, chapter 1](#) for guidance and exceptions to this policy. **NOTE:** When establishing customer backorders (due-outs) for budget code 8 items and TEX D or R is used, the retail supply system establishes a free issue backorder which precludes creating direct charge (1PU) transactions with type transaction phrase code (TTPC) 7Y. The SMAG Manager must get approval from HQ AFMC/A4YF of budget code 8 free issues except for bench mock ups. However they still need to provide a list of the bench mock up free issues.

11B18.8.1. Issue Document Distribution. Customer Service sends the free issue output document to Funds Management for approval before physical issue of the property.

11B18.8.1.1. If approved, the Funds Manager indicates approval and places his/her initials on the face of the DD Form 1348-1A issue document. The issue document is then sent to the applicable warehouse.

11B18.8.1.2. If disapproved, the Funds Manager indicates disapproval and places his/her initials on the face of the DD Form 1348-1A issue document. The issue document is then sent to Document Control for reverse-post actions.

11B18.8.2. Base Supply Surveillance Report (D20). All free issue transactions appear on the Base Supply Surveillance Report (D20). See [chapter 5](#) for more information.

11B18.8.2.1. If the free issue is approved, no other action is required.

11B18.8.2.2. If approval/disapproval was obtained from Funds Management at the time the item was free issued, no action is required.

11B18.8.2.3. If approval/disapproval was not obtained at the time the item was free issued, the Funds Manager must indicate approval/disapproval on the listing.

11B18.8.2.4. If the free issue is disapproved, and the organization does not wish to keep the property, the transaction is reverse-posted and the property returned to stock.

11B18.8.2.5. If the free issue is disapproved, and the organization wishes to keep the property, the original TEX D or R issue transaction is reverse-posted, the issue reprocessed without TEX D or R, and the customer charged if applicable. Subsequently, a post-post issue (TEX 6) is processed immediately following the reverse-post transaction to reissue the property to the requesting organization. Normal post-post processing applies.

11B18.8.3. Withdrawal of Unserviceable Materiel from DRMO. Process the customer issue request with TEX H to establish the DRMO withdrawal due-out detail record. See [chapter 9](#) for detailed requisitioning and withdrawal procedures.

11B18.9. Repair Cycle Item Issues. When a maintenance activity requests a repair cycle item (ERRCD XD(*), XF(*)) using activity code X (Expedite), R (Routine), J (IMDS CDB), or S (Supply Point) with demand codes N, R, T, or U, the item is automatically placed under DIFM control by the retail supply system. If TEX 4 (fill or kill) is used on a customer issue request and the requested quantity is not available, the issue request kills, and a DIFM detail record is not created. However, reprocessing a killed request with TEX M creates a firm backorder (due-out), memo DIFM detail record, and a due-in detail (requisition) record.

11B18.9.1. Repair Cycle Item Issue Requests. Issue requests for repair cycle items may be entered into the retail supply system through an input terminal or provided on an AF Form 2005. If delivered, the AF Form 2005 is processed through Customer Service or the RPS/main system. See [Attachment 11B-1](#) for more information. Upon successful issue processing, a DD Form 1348-1A, issue output document will be created. **NOTE:** Major commands may specify optional distribution for remaining copies of output issue documents. For output issue document flow and processing procedures, see [Attachment 11B-14](#) and [Attachment 11B-15](#).

11B18.9.2. Multiple Repair Cycle Item Issues. Usually repair cycle item issues are for a quantity of one each, but some items need to be ordered in multiples (tires, matched sets, etc.). For these types of repair cycle items, a multiple DIFM indicator can be loaded to the item record. The multiple DIFM indicator permits multiple quantity customer issue requests to be processed. **NOTE:** The retail supply system will edit for multiple quantities only when the issue will result in a DIFM detail record being established. In most cases, separate requests should be made for multiple quantities, to reduce the handling and paperwork problems that may occur.

11B18.9.2.1. Duplicate document numbers. Automatic duplication of document numbers occurs when a multiple DIFM issue is made. When various actions are taken on the returns, a separate turn-in must be processed for both firm and memo DIFM details. If the quantity turned in is greater than the firm DIFM, a 409 reject will occur. The duplication of numbers can make tracing of each transaction difficult (retail supply system transaction history records).

11B18.9.2.2. Automated AWP control. Automated AWP control cannot be used when the multiple DIFM option is used. Examples of this situation include a DIFM quantity greater than one, or multiple DIFM details are loaded--that is, one firm detail and one memo detail.

11B18.9.3. DIFM Detail Record. The retail supply system will automatically create DIFM detail records for each repair cycle item issued. When interchangeable or substitute items are issued, DIFM detail records will be established on the stock number issued unless the issue is from WRM or MRSP detail records. In this case, the DIFM detail record is always established on the authorized detail stock number. A partial issue of a repair cycle item will result in the creation of a DIFM detail record for the stock number issued (DIFM status flag 0) and a memo DIFM detail record for the stock num-

ber due-out (DIFM status flag 1). **NOTE:** All issues to Contract Maintenance or in-house repair (activity code C) are placed under DIFM control, regardless of ERRCD assigned or demand code used.

11B18.9.3.1. Delivery destination. The delivery destination from the input issue (ISU) transaction will be stored in the DIFM location field on the DIFM detail record. If the delivery destination is blank, the delivery destination from the Organization Cost Center Record (OCCR) will be assigned to the DIFM detail record.

11B18.9.3.2. DIFM status. DIFM status code OAM (retained on system) will be stored in the current DIFM status code field on all memo DIFM detail records unless the asset has been removed and is somewhere within the repair cycle (for example, AWP (AR/BR) requirements).

11B18.9.3.2.1. Status code DWO. DIFM status DWO indicates AWP (UJC AR/BR) end-item retained on system. This status must be assigned by DIFM status update (DFM) transaction processing if applicable. See [chapter 10](#) for more information.

11B18.9.3.2.2. Status code FEM. DIFM status code FEM indicates forecasted engine maintenance requirements when the customer issue request contains UJC AU, BU, or CU and the delivery field contains FEM.

11B18.9.4. Credit DIFM detail record. When a DIFM item is turned in and there is no firm DIFM detail record in the computer for the input document number, a credit record (DIFM status flag 2) is automatically established. Or if a memo record is located for the item, the computer will automatically change the memo record to a credit detail record. If only a partial quantity of the memo record is affected, additional records will be established as required. (Credit detail quantities represent a firm customer requirement to replace a DIFM item previously turned in.)

11B18.9.5. Partial Quantity Due-Out Release. The due-out release of a partial quantity from a memo DIFM detail record (DIFM status flag 1) will cause the creation of a firm DIFM detail record for the stock number requested. The quantity number on the memo detail record is reduced accordingly.

11B18.9.6. Due-Out Cancellation. When a firm demand for a replacement item results in a due-out (backorder) and the malfunctioning item is repaired or replacement is no longer required, a due-out cancellation (DOC) transaction must be prepared and processed. Processing of the due-out cancellation transaction will delete the due-out and corresponding DIFM detail records, update the item demand and repair cycle data, and credit the customer the amount of funds originally obligated. See [Attachment 11C-29](#) for more information concerning due-out cancellation transactions and processing procedures.

11B18.9.7. Repair Cycle Item Initial Issues. Justification letters for initial issue of repair cycle items are required only for items the customer receives free from the LRS/supply activity and DIFM control is not required. Caution: Initial issue effectively removes visibility of a spare in the repair cycle. Additionally, since there is no unserviceable spare, the wholesale item manager is charged with funding replacements for these assets. Initial issue requests for budget code 8 items do not require letters of justification, since the customer pays the standard price for these items. The requesting organization will submit complete written justification to the Operations Support Flight OIC or Superintendent for review and approval/disapproval for repair cycle items requiring justification letters.

11B18.9.7.1. SPRAM item issues. Process initial issues for SPRAM items using procedures in chapter 22, [section 22L](#). See [Attachment 11B-22](#) for additional processing information concerning SPRAM issues.

11B18.9.7.2. Procedures. Send approved initial issue requirements to Customer Service for preparation and processing of an AF Form 2005, Issue Request. Write the issue request document number on the letter of justification and send the letter to the Operations Support Flight for processing against the D20, Base Supply Surveillance Report.

11B18.9.7.3. Base Supply Surveillance Report. Part 2 of the Base Supply Surveillance Report (D20/NGV821) is a tool provided to assure proper accounting for repair cycle items. Repair Cycle Support is responsible for reviewing and confirming all repair cycle issues/backorders appearing on the listing. Processing of the listing will be done as follows.

11B18.9.7.3.1. Initial Issues/Backorders. All initial issues/backorders must be validated either as approved with a letter of justification or as an exception:

11B18.9.7.3.2. Unvalidated Initial Issues. When initial issues cannot be validated, refer them in writing to the requesting organization and ask them for appropriate justification.

11B18.9.7.3.3. Disapproved Initial Issues. If the initial issue is disapproved, or if no response is received from the organization in 5 working days, reverse-post the transaction and reprocess it as recurring or cancel the due-out.

11B18.9.7.3.4. Maintain File of Justification. The Operations Support Flight maintains a file of each listing and the supporting documentation for 12 months in report date sequence. The Logistics Readiness Squadron Commander/Chief of Supply may elect to have this file maintained by another office.

11B18.10. Issue of Items Frozen for Inventory.

11B18.10.1. Procedures. Upon input of an issue request for an item frozen for inventory, the retail supply system will take the following action:

11B18.10.1.1. Reject Conditions. When the requested item record is frozen and assets are available, the retail supply system rejects the input under the following conditions:

11B18.10.1.1.1. The item is not related in an I&SG.

11B18.10.1.1.2. The item is related in an I&SG with a relationship code of C, K, or H.

11B18.10.1.1.3. The item is related in an I&SG with a relationship code of S, the unit of issue is unequal to the master item, and the request is for an EOQ item.

11B18.10.1.1.4. The input request is post-post (TEX 6).

11B18.10.1.1.5. The request is an issue from a supply point, MSK, MRSP, WRM, WRM/in-use, or unserviceable detail (TRIC MSI).

11B18.10.1.2. Issue Conditions. When the requested item is frozen for inventory and assets are available within the I&SG that can be issued, the retail supply system processes the issue as follows:

11B18.10.1.3. If the rejected issue request contains UND A, Customer Service personnel prepare a post-post issue document (DD Form 1348-1A) and send it to the applicable warehouse function for issue to the requesting activity.

11B18.10.1.3.1. At the discretion of the LRS Commander/accountable officer, UND B issue requests may be processed on a post-post basis. Customer Service personnel will write on the DD Form 1348-1A issue document to reflect that the item is under inventory.

11B18.10.1.3.2. The AF Form 2005 will be held in suspense by Customer Service until advised by Inventory personnel of the method and time the post-post issues will be processed.

11B18.10.1.4. If a post-post issue is processed against an item frozen for complete inventory (freeze code C) or special inventory (freeze code I), and the item record has an insufficient balance to complete issue processing, the retail supply system will produce a 290 Reject. See [chapter 7](#) for more information.

11B18.10.2. Other Documents. Hold all other documents rejected as a result of inventory action in suspense until notified by Inventory personnel that the inventory is complete.

11B18.11. Local Manufacture Item Issues. The normal procedure for requesting a locally manufactured item is for the requesting activity to submit the request through the LRS/supply activity. However, there are situations where the locally manufactured item does not have to be processed through the LRS/supply activity. The following paragraphs explain the procedures for both situations.

11B18.11.1. Local Manufacture of Items Requiring LRS/Supply Activity Processing.

11B18.11.1.1. Items Coded Field Manufacture (FM). The following actions are taken to request local manufacture items coded FM:

11B18.11.1.1.1. The requesting activity submits the requirement to the LRS/supply activity on AF Form 2005 or DD Form 1348-6 (with necessary drawings) for non-stock numbered items. Drawings or examples of the locally manufactured items need not accompany the DD Form 1348-6 or the AF Form 2005 when the remarks blocks contain a statement that the manufacturing activity currently possesses the necessary documents. In other words, this is not the first request for the item. Normal issue/stock control procedures will apply. **NOTE:** Customer Service personnel process the issue request ([Section 11C](#)) if a locally manufactured item satisfies a MICAP condition.

11B18.11.1.1.2. If the locally manufactured item is beyond base maintenance capability to manufacture, maintenance personnel return the work order request with the reason for non-manufacture to Stock Control. Stock Control personnel will cancel the local manufacture due-in detail record and assign REX code 2 ([chapter 9](#)).

11B18.11.1.2. Items not coded field manufacture (FM). The following action is taken to request the local manufacturing of items not coded FM:

11B18.11.1.2.1. The using activity submits the requirement to the LRS/supply activity on AF Form 2005 or DD Form 1348-6 (with necessary drawings) for non-stock numbered items. Drawings or examples of the locally manufactured items need not accompany the DD Form 1348-6 or the AF Form 2005 when the remarks blocks contain a statement that the manufacturing activity currently possesses the necessary documents.

11B18.11.1.2.2. The using activity sends the request to Demand Customer Service. If the item is not stock listed, Customer Service personnel identify the requested item and assign an ERRCD and a locally assigned stock number. If the item is identified as an accountable equipment (activity code E) item, the request is sent to the customer for preparation of AF Form 601/2005 before issue processing in the retail supply system.

11B18.11.1.2.3. If the request is not for an equipment item, Stock Control personnel processes the issue request as memo (TEX 7) and prepares a special requisition (SPR) transaction ([chapter 9](#)) to complete requisitioning. Additionally, Stock Control personnel prepare a DD Form 1348-1A (eight copies) and send all copies to the appropriate maintenance Production Control activity.

11B18.11.1.3. Base civil engineer (BCE) locally manufactured items. The following actions are performed when the Base Civil Engineer is tasked to locally manufacture requested items:

11B18.11.1.3.1. The requesting organization submits the request on AF Form 332 (BCE Work Order) and AF Form 2005 or AF Form 601 (Equipment), as applicable. Additionally, non-stock numbered items require a DD Form 1348-6 with all necessary drawings attached. If local manufacture by the Base Civil Engineer is appropriate, Stock Control establishes a memo backorder (due-out) with TEX 7 and processes a special requisition (SPR) transaction to complete retail supply system processing.

11B18.11.1.3.2. The requesting organization submits the DD Form 1348-1A and AF Form 332 (BCE Work Order) to the Base Civil Engineer for approval of local manufacture. If the AF Form 332 is approved, the item is locally manufactured and delivered to the Receiving Section with the DD Form 1348-1A. Normal receipt and issue processing applies.

11B18.11.2. Local Manufacture of Items Not Requiring LRS/Supply Activity Processing.

11B18.11.2.1. If the item is needed to satisfy an internal maintenance requirement, the Chief of Maintenance may authorize local manufacture of the item without processing the request through the LRS/supply activity. The maintenance activity must have the capability and resources to manufacture the needed item. In order to bypass the LRS/supply activity, the maintenance activity must have developed a Maintenance Operating Instruction (MOI) which outlines the procedures for manufacturing the item to satisfy internal requirements. When this option is used, paperwork does not have to be processed through the LRS/supply activity and no demand may be placed on the LRS/supply activity. See [part 13](#) for more information.

11B18.11.2.2. If the item is needed to satisfy an internal Base Civil Engineer maintenance requirement, and equipment accountability (activity code E) is not applicable, the LRS/supply activity will annotate the AF Form 332 (BCE Work Order) in Block 31 with a statement indicating the item is not available through the supply system and that no further processing through the LRS/supply activity is required. The request will then be returned to the BCE.

11B18.12. Liquid Oxygen (LOX)/Liquid Nitrogen (LIN)/Deicing Fluid Issues. At most locations, the Base Fuels Management Office (BFMO) receives, stores, and issues consumable fuels-related type items such as LOX (Aviator's Breathing), LIN (Technical Grade), and deicing fluid. The LRSCommander/accountable officer and BFMO will jointly determine if it is more efficient to process issue transactions for these commodities at BFMO, or to forward the documentation to the appropriate LRS/supply activity functional area for processing. The intent of the determination is to give base-level personnel the maximum degree of flexibility possible in managing and handling these products. See [Attachment 11B-19](#) for LOX/LIN and deicing fluid issue (ISU) transaction format and processing procedures. **NOTE:** These procedures do not apply to LOX/LIN material generated on base. For LOX/LIN generated on base, follow MAJCOM directives and Technical Orders associated with the generating plant.

11B18.12.1. Generating Backorders (Due-Outs) for LOX/LIN/Deicing Fluid. When LOX/LIN/deicing fluid stocks require replenishment, BFMO personnel process an issue request (ISU) transaction or

notify Customer Service/Stock Control of their requirements. The notification will include a minimum of: quantity, required delivery date (RDD), priority, and the using organization code. If LOX/LIN and deicing fluid products are being ordered for more than one organization, the quantity for each organization will be specified in the notification. The BFMO or Customer Service will process the ISU transaction, TEX 7, to establish a memo backorder (due-out). If only one organization consumes the product, process the ISU against the using organization code. If more than one organization consumes the product, process an ISU for each organization code, in proportion to historical consumption as determined by the BFMO. For example, if two organizations consume the product, and previous demand history indicates that one organization consumes 60 percent and the other 40 percent, the issue requests for these organizations should reflect these percentages. The LRS Commander/accountable officer approves the method used to calculate proportionate issues, and approves methods to support non-standard requirements for these products. Transient aircraft requests (see [Attachment 11B-24](#)) for LOX/LIN (see [Attachment 11B-19](#)) and deicing fluid are examples of non-standard requirements.

11B18.12.2. Backorder Requisitioning. After the memo (TEX 7) backorder is established, the BFMO or Stock Control will process a special requisition (SPR) transaction for the total due-out quantity ([chapter 9](#)). At bases where a blanket purchase order (BPA) is used, the BFMO or Stock Control will advise the Base Contracting Office of the priority, quantity, requisition number, and required delivery date (RDD) required.

11B18.12.3. After Vendor Delivery. After delivery by the vendor, BFMO is responsible for signing all receiving documents. The BFMO or the LRS/supply activity Receiving function will process the required receiving documentation as outlined under local purchase receiving procedures ([chapter 10](#)).

11B18.13. Marginally-Punched Continuous Forms Issues. Process customer issue requests for marginally-punched continuous forms using standard MILSTRIP procedures when forms are stock listed. The General Services Administration (GSA) is the source of supply for stock-listed forms. If forms are not stock listed, or normal MILSTRIP time frames are inadequate to support the customer's urgency of need, the customer submits requirements directly to the LRS/supply activity Customer Service element on DD Form 282.

11B18.14. Non-Listed Item Issues. The customer submits initial issue requests for non-listed items to Customer Service using DD Form 1348-6 and AF Form 2005. If the request is expedite, Customer Service personnel complete DD Form 1348-6 and process the request as outlined in chapter 27, [section 27B](#). Additionally, initial requests for non-listed items that meet hazard or potentially hazardous item criteria as identified in chapter 27, [attachment 27B-5](#), must be approved for issue by the HAZMART Pharmacy/BES function. The customer is responsible to obtain the HAZMART Pharmacy/BES approval before bringing the DD Form 1348-6 to the LRS/supply activity for processing. **NOTE:** Requests for non-listed items containing ODCs must be accompanied by an approved waiver prior to submission to Base Contracting. The HAZMART Pharmacy/BES Element will identify non-listed items containing ODCs using the same criteria as above. Base Contracting will provide the waiver procedures.

11B18.15. Non-Medical Materiel Issues. Generally, the same item is not managed by more than one LRS/supply activity type account at the same location. The LRS Commander/accountable and the Medical Materiel Manager is responsible for ensuring compliance with this policy. See AFI 41-209 for medical materiel management procedures. The following rules apply for determining procurement responsibility for obtaining non-medical materiel:

11B18.15.1. Standard Non-Medical Items. Medical materiel activities cannot procure, through local purchase channels, non-medical items available from DLA, GSA, or other DOD sources.

11B18.15.1.1. Duplicate management of items. Request non-medical supply items for which the LRS/supply activity has a stock level or serviceable balance, from the LRS/supply activity. **NOTE:** The medical materiel manager is responsible for ensuring the LRS/supply activity is contacted to determine if the requested items are available before requesting through other channels.

11B18.15.1.2. Duplicate requisitions. Avoid duplicate requisitions from the medical supply account and the LRS/supply activity to Base Contracting for local purchase of items not available in the LRS/supply activity, or anywhere in the wholesale supply system. If appropriate, the medical supply activity forwards their requisitions directly to Base Contracting.

11B18.15.2. Requisition Processing. Process all centrally procured non-medical equipment requisitions (ERRCD codes ND(*) and NF(*)) through the LRS/supply activity. Equipment requirements will be submitted on AF Form 601, as explained in chapter 22, [attachment 22B-1](#).

11B18.15.3. Base Funded Equipment. Base funded non-medical equipment requests are requisitioned by the medical materiel activity directly from the source of supply if the medical materiel manager verifies that the equipment is not available from the LRS/supply activity.

11B18.16. Other Type Account Item Issue Requests. Return customer issue requests for items managed by other than LRS/supply activities, other than equipment or Individual Equipment clothing, to the customer/organization and indicate the appropriate source for submission. See chapter 27, [section 27C](#) for items managed by other accounts.

11B18.17. Packaged Aviation Oil (AVOIL) Issues. General Services Administration (GSA) packaged aviation oil (AVOIL) issue requests are charged directly to the requesting maintenance organization at the time of issue. Direct charges for this item also applies to bases that procure total AVOIL requirements, such as packaged oils (drums, gallon cans, etc.), and subsequently decant drummed AVOIL into a vehicle for dispensing.

11B18.17.1. Multiple Organizational Issues. In those instances where the base vehicle dispensing element (VDE) may be issuing AVOIL to more than one organization, AVOIL may be carried on retail supply system records using a -1 (dash one) stock number with a unit of issue of gallon and a converted unit price. **NOTE:** Consolidate and charge issues of the decanted oil to the using maintenance organization daily on a post-post basis. See [chapter 27](#) for more information concerning -1 stock numbers.

11B18.17.2. Refunding Packaged AVOILs. If the AVOIL issue request is for a base transient alert organization, use existing major command maintenance and budget policies as outlined in [volume 1, part 1, chapter 10, section N, subsection 2](#). Obtain a refund to base Operational and Maintenance (O&M) funds for these issues. **NOTE:** This policy applies to issues for other than Air Force aircraft. Reimbursement of O&M funds is not required for issues to transient Air Force aircraft. To prevent erroneous expensing upon issue transaction processing, be sure correct application codes are loaded to these items as outlined in chapter 27, [section 27M](#).

11B18.18. Personnel Parachute Issues. Process customer issue requests for complete personnel parachutes as locally manufactured items. Personnel parachutes are not normally stocked by the LRS/supply

activity in an assembled/built-up condition. See chapter 22, [section 22F](#) for more information concerning the issue of personnel parachutes.

11B18.19. Reduced Price Item Issues. All requests for reduced price item issues are at the option of the LRS Commander/accountable officer. If approved, the issue request (ISU) transaction will be processed with TEX % and the applicable discount percentage (01 through 99) in positions 62-63. See [Attachment 11B-9](#) for more information. Reduced price requested items must contain a serviceable balance greater than zero or the issue request will be killed. Additionally, the base requisitioning objective for the item must be zero which indicates an inactive item. All reduced price issue transactions will be processed as non-recurring (demand code N) so demand data is not updated. To gain more understanding of reduced price item issues, see [chapter 19](#).

11B18.20. Rubber Stamp Item Issues. Process customer issue requests for rubber stamps as non-recurring (demand code N).

11B18.21. Safety Glasses Item Issues. The customer submits issue requests for non-prescription safety glasses directly to the LRS/supply activity. The customer submits issue requests for prescription safety glasses directly to the base medical facility according to [volume 5, chapter 16](#).

11B18.22. Serious Health Hazard Item Issues – LRS Commander/Accountable Officer Option.

The following procedures will be used *only* when the Hazardous Material Management program, as identified in AFI 32-7086, has not been used to establish a HAZMART Pharmacy.

11B18.22.1. Health Hazard Authorization Listing (HHAL). With the assistance of the BES, Inspection may develop a health hazard authorization listing (HHAL) to identify base organizations authorized to receipt for serious health hazard (IEX 9) items ([chapter 10](#)). The HHAL is the LRS Commander/accountable officer authority to issue health hazard items without obtaining the BES certification for individual transactions. **NOTE:** When this option is used, the exception notice code (ENC) on the issue exception code must be changed to R (reject). See [chapter 27](#) for more information concerning changes to the ENC.

11B18.22.2. Approved Item Issues. Customer Service or the CCIP will verify approval to issue the item by screening the HHAL after receiving a 289 Reject ([chapter 7](#)) for an IEX 9 item. If the organization and shop code are listed as an approved user, reinput the issue request with IEX 9 in position 7.

11B18.22.3. Non-Approved Item Issues. If the organization and shop code are not listed on the HHAL as an approved user, Demand Processing or the CCIP will contact the BES by telephone for approval and then take the following actions:

11B18.22.3.1. BES approval. Customer Service or the CCIP will process the issue request by reentering the issue transaction with IEX 9. The HHAL and a copy of the 289 Reject will be annotated with the approving organization code, shop code, name, and grade of the BES official. The 289 Reject (annotated) is sent to Inspection. **NOTE:** Customer Service or the CCIP must call the warehouse when issuing IEX 9 items to organization and shop codes not listed on the HHAL to prevent delays in the issue of the property to the customer. The name and grade of the BES official who approved the issue must be provided to the warehouse.

11B18.22.3.2. BES disapproval. If the BES disapproves the request, Customer Service or the CCIP informs the requester. If the requester still needs the item, they must work with the BES for the approval of the item.

11B18.23. Small Arms (Repair Parts) Item Issues. A locally assigned issue exception (IEX) code will be established for customer issue requests of small arms repair parts. See [Attachment 11B-17](#) for more information. The IEX ensures these items are only issued to authorized organizations.

11B18.24. Utility (Gas/Electric/Water) Item Issues. Equipment requiring connection to electric, gas, or water utilities and/or requiring modification or alteration of real property or facilities are of major concern to the Base Civil Engineer (BCE). Before requesting, authorizing, or procuring equipment items which may ultimately require BCE support, coordinate with the BCE.

11B18.25. Vendor Owned Containers. See chapter 21, [section 21M](#) for issue procedures of vendor owned containers.

11B18.26. Warehouse Refusal of Issued Items. Warehouse refusals occur when issued property from retail supply system item and detail records can not be physically located. Different LRS/supply activity activities have separate responsibilities as follows:

11B18.26.1. Inventory. Upon warehouse refusal identification, warehouse personnel send the issue output document and a request for special inventory paperwork to the Inventory function. Inventory sends copy 2 of the applicable DD Form 1348-1A, issue output document, to the input source upon completion of inventory and reverse-post actions when inventory adjustments are required. See [chapter 10](#) for more information concerning Inventory section processing of warehouse refusals.

11B18.26.2. Input Source Processing. After inventory processing, the input source will take immediate action to reinput the customer issue request to either issue the item (found) or establish a customer backorder (due-out) for the requested quantity if still required by the customer. If the original issue request resulted in the partial issue of a repair cycle (ERRCD XD(*)/XF(*)) item, input source personnel must assign a new issue request document number before input.

11B18.27. Nuclear Weapons Related Materiel (NWRM) Issues. All NWRM ISU/ MSI will be processed by LRS Customer Service/After hours support using the following procedures:

11B18.27.1. LRS Customer Service/After hours support will follow procedures listed in attachments 11B-12, attachment 11B-21, and attachment 11B-25 for Supply Point, RSP, MSK, WRM, and unserviceable spare parts.

11B18.27.2. The LRS Customer Service/After hours support will ensure the individual/organization ordering the asset is a valid recipient by reviewing the current NWRM authorization list.

11B18.27.2.1. The LRS Customer Service/After hours support will provide the NWRM Transaction Control Center (NTCC) or the Air Force Space Command Logistics Support Center (AFSPC LSC) NSN, part number, issue document number, quantity, unit of issue, and applicable serial number(s) of the assets.

11B18.27.2.2. NTCC or the AFSPC LSC will lift freeze code "N" via Freeze Code Update (1FC) processing, and notify the requesting LRS Customer Service/After hours support that the freeze code has been removed.

11B18.27.2.3. If asset is available, LRS Customer Service/After hours support will process the ISU/MSI with a "D" in CC 7. After successful processing, contact NTCC or the AFSPC LSC to reload the freeze code "N".

11B18.27.2.4. If asset is not available, LRS Customer Service/After hours support will contact NTCC or AFSPC LSC to process a requisition and reload the freeze code "N". The item manager will process a redistribution order (RDO) against the requisition.

11B18.27.2.5. NTCC or AFSPC LSC will update webpage. In the future, Logistics Installations and Mission Support Enterprise View (LIMS-EV) Positive Inventory Control (PIC) Fusion Center will have visibility of transactions automatically.

ATTACHMENT 11B-19

LOX/LIN ISSUES (ISU)

11B19.1. Purpose. To issue LOX (Aviator's Breathing, NSN 6830-00-808-9531) and LIN (Technical Grade, NSN 6830-00-285-4769). The base Fuels Management Office may use either DD Form 1898 (Fuels Issue/Defuel Document (DOD)) or DD Form 1348-1A.

11B19.2. Input Restrictions. RPS/main system.

11B19.3. Output. See I023 Management Notice/Other Asset Data ([Attachment 11B-16](#)).

11B19.4. Input Format and Entry Requirements for DD Form 1348-1A.

Table 11B19.1. Input Format and Entry Requirements for DD Form 1348-1A.

POS	NO POS	FIELD DESIGNATION	REMARKS
1-3 3		Document Identifier	ISU
8-22 15		NSN	
23-24 2		Unit of Issue	GL
25-29 5		Quantity	
31-33 3		Organization Code	
34-35 2		Shop Code	
Block	13	Date and Time of Issue	
Block 14		Signature of Receiving Organization Representative	
Block	15	Printed Name of Receiving Organization Representative	

ATTACHMENT 11B-20

ACCOUNTABLE AND NON-ACCOUNTABLE EQUIPMENT ISSUES

11B20.1. Purpose. Provide additional details concerning accountable (activity code E) and non-accountable (activity code P) equipment issues.

11B20.2. Accountable Equipment Item Issues. Refer customer issue requests for accountable equipment items to the Equipment Management Element (EME). EME personnel will verify if equipment accountability is necessary. See [chapter 22](#) for more information. When equipment accountability is required, EME and the requesting unit work together to obtain the item and to establish equipment item accountability by placing the items on authorized/in-use detail records. See chapter 22, [section 22F](#) for more information.

11B20.2.1. Activity Code E. The EME assigns activity code E for equipment issues when authorized/in-use detail records are to be updated.

11B20.2.1.1. If the quantity requested plus due-out, and on-hand exceeds the authorized/in-use detail record authorized quantity field, the retail supply system rejects the request unless demand code R is used.

11B20.2.1.2. For any quantity issued, the retail supply system updates the authorized/in-use detail record and creates new authorized/in-use detail records for substitute items if required. Any quantity not available for issue will be backordered.

11B20.2.1.3. To issue an unsatisfactory substitute or multiple component substitute instead of an authorized item, a authorized/in-use detail record must first be loaded with item code U or M respectively ([chapter 22](#)). The issue request is then processed using the stock number of the item to be issued.

11B20.2.1.4. Substitute Issues. The stock number requested does not need to be loaded within an I&SG to be issued as a substitute item. These types of equipment item issue requests must contain the authorized/in-use detail document number of the authorized item.

11B20.2.2. Major Assembly/Set. An issue request for a major assembly/set which includes a vehicle as a component requires two issues. One for the stock number of the major assembly/set and another issue request for the vehicle. See [Attachment 11B-26](#) for additional information about vehicle issues. Document flow for equipment item output issue documents (DD Form 1348-1A) is contained in [Attachment 11B-14](#).

11B20.2.3. Serial Numbered Items. Assign IEX B to weapons and serial number-controlled items to facilitate local control.

11B20.2.4. Issue to Details with ASC 000, 048, 987. Check the in-use detail for the quantity in-use on issue requests for allowance source codes 000, 048, and 987. (If a quantity does exist, the program kills the quantity not available for issue and establishes no due-outs for these ASC.)

11B20.2.5. Expendable (ERRCD XB3) Item Issues. If using an expendable item as an acceptable replacement for an equipment item, issue the expendable (ERRCD XB3) item against the preferred or prime authorized/in-use detail record.

11B20.2.6. Unfilled Issue Requests. If the item record serviceable balance does not satisfy the customer issue request, the retail supply system edits authorized/in-use detail records for allowance

source code (ASC) 000, 048, or 987 items (see [chapter 22](#)). If the required item is available under ASC 000, 048, or 987, the retail supply system will internally format an equipment transfer (FET) transaction to transfer the item to the authorized in-use detail record with the shortage or require a replacement issue. If available item cannot be used to fill the requirement, reprocess the issue request with TEX M to establish a customer backorder (due-out).

11B20.3. Non-Accountable Equipment Item Issues.

11B20.3.1. If equipment accountability is not required, EME personnel process the issue request with activity code P when authorized/in-use detail records are not required. All activity code P issue requests must contain the appropriate authority for issue flag in position 64 or a 316 reject will be produced. See [Attachment 11B-3](#) for detailed information about equipment issue requests. Also see [Attachment 11B-4](#) for authority for issue flags. See [chapter 7](#) for more information concerning the 316 reject.

11B20.3.2. Individual Equipment Clothing Requests. The Individual Equipment Element (IEE) uses AF Form 656 to process issue requests for individual equipment clothing issued from the clothing store and delivered directly to the requesting activity. See [volume 4, part 1, chapter 21](#), for processing. **NOTE:** Line item accountability for these items is not maintained in the retail supply system.

ATTACHMENT 11B-21

ISSUE TO SUPPLY POINT, MSK, WRM, AND MRSP/IRSP DETAIL RECORDS

11B21.1. Purpose. To provide additional details concerning issues to supply point, MSK, WRM, and MRSP/IRSP detail records.

11B21.2. Replenishment Issues to Supply Point, MSK, WRM, and MRSP/IRSP Detail Records.

The retail supply system reformats the issue from detail record (MSI) input transaction into a replenishment issue to detail record (ISU) transaction during MSI processing. **NOTE:** This process can only be bypassed by assigning TEX F in position 54 of the issue from detail record (MSI) transaction.

11B21.2.1. TEX Code Usage. The TEX code assigned to the replenishment issue must be entered in position 54 of the MSI input. See [Attachment 11B-9](#) for more information concerning TEX code usage. The TEX code controls replenishment issue processing and has no effect on MSI transaction processing. [Table 11B21.1.](#) provides the TEX codes that apply to issues from detail records and corresponding replenishment issues.

Table 11B21.1. Issue TEX Codes.

TRANSACTION EXCEPTION (TEX) CODES	TEX CODE EFFECT
Blank	Normal replenishment issue processing.
2 or K	Bypass authorized quantity edits.
7 or P	Establish memo backorder (due-out).
4 or V	Process as Fill or Kill.
M Establ	ish backorder (due-out).
F	Do not produce replenishment issue.
R	For type account code K (munitions) use only. This TEX code applies only to issues from (MSI) Supply Points with type authorization code C, I, P, S, T, or Z, non-additive details. Processing is the same as a blank TEX code, except that the authorized quantity will be reduced by the quantity in the MSI.
L	For type account code K (munitions) use only. This TEX code applies only to issues from (MSI) Supply Points with type authorization code C, I, P, S, T, or Z, non-additive details. Processing is the same as TEX code F, except that the authorized quantity will be reduced by the quantity in the MSI.

11B21.2.2. Replenishment Issue Document Number. Replenishment issues are processed using the detail record document number and stock number of the authorized item. The document number date portion (positions 36-39) will be assigned by the retail supply system. This will prevent 265 Rejects when more than one replenishment issue is made to the detail during the same day. See [chapter 7](#) for more information.

11B21.2.3. Replenishment Issues for Assets Located on Authorized/In-Use Detail Records. Below are the general procedures for replenishment issues to Supply Point, MSK, WRM Spares, MRSP/IRSP, and WRM items located on retail supply system authorized/in-use detail records:

11B21.2.3.1. Replenishment issue requests. Initial stockage and replenishment is performed by submitting AF Form 2005, Issue Request. The issue request must contain the stock number, system designator, and detail document number of the authorized item. The exception is for issue requests that are processed post-post (TEX 6). These issues may be processed on any stock number within the I&SG of the authorized stock number. Issue request transactions may be input at any terminal function or the RPS/main system.

11B21.2.3.2. Transfer of stock. When replenishment issue request (ISU) transactions contain activity code S (Supply Point), M (MSK), W (WRM), or U (MRSP/IRSP), it is considered a transfer of retail supply system stock. Therefore, no demand data or consumption data are updated on internal records. See chapter 19, [section 19B](#) for more information concerning demand data update.

11B21.2.3.3. Replenishment issue edits. The retail supply system will not establish DIFM control for issues to supply point, MSK, WRM, or MRSP details or perform reasonable quantity and/or extended cost edits and multiple DIFM quantity edits. The retail supply system will only issue the input quantity up to the authorized level or backorder any unfilled quantity as appropriate under normal processing (TEX blank). Additionally, the retail supply system will create an I004 management notice (kill) when the replenishment issue would create an excess condition (replenishment quantity exceeds the authorized level quantity or on-hand plus due-out quantity). Use the appropriate TEX code for replenishment to specific type detail records (as outlined below) to override kill action.

11B21.2.3.4. Interchangeable items. The replenishment issue request will be satisfied on the requested stock number if assets are available. If the issue cannot be satisfied on the requested stock number, the retail supply system will attempt to satisfy the request from interchangeable (if applicable) assets. When an interchangeable item is issued, the retail supply system will establish a substitute detail as required. If interchangeable assets are unacceptable, process the replenishment request with a TEX T (not applicable to MSK and Supply Point detail records). See [Attachment 11B-9](#) for more information. Other available assets will be used to the maximum extent possible to satisfy the replenishment request when a kill notice is received and no excess quantity exists. If another asset is available for a different stock number from the prime detail, reinput the replenishment issue using the stock number of the available asset and TEX C. Additionally, anytime a Supply Point or MSK detail record is added, the retail supply system will set the other asset flag on the item record to ON indicating that other assets may be available to replenish these detail records.

11B21.2.4. Replenishment Issues to Supply Point Detail Records. When replenishing Supply Point detail records, use activity code S and organization code 005. Enter the applicable supply point code in the shop code portion of the document number. Use demand code N in order to bypass demand data update. For additional information concerning Supply Point operations see [chapter 10](#).

11B21.2.4.1. Recapped tires. When processing replenishment issues to Supply Points for recapped tires, process the issue using the dash two (-2) stock number (recapped) and process as either post-post (TEX 6) or fill or kill (TEX 4). When the input TEX code is not 6, the retail supply system will change the TEX code to 4. Replenishment issues for recapped tires will bypass stock number and I&SG edits. When the replenishment issue is for a recapped tire and a requirement exists to exceed the authorized Supply Point authorized quantity, use TEX 2, K, 6, and 4 or V. These TEX codes prevents kill action of the input quantity (or part of the input quantity)

bypasses the authorized quantity edits, and permits issue and/or due-out action resulting in excess Supply Point detail record assets.

11B21.2.4.2. Substitute items. When substitute items are available with equal units of issue, but the assets cannot be used, use TEX M to bypass kill action and establish a backorder (due-out) for the requested item. This results in a memo due-out being established in the retail supply system. See [chapter 10](#) for more information.

11B21.2.4.3. Urgency justification code (UJC). When the replenishment issue is created as a result of MSI processing, the retail supply system assigns UJC CZ to the replenishment issue (ISU) transaction.

11B21.2.4.4. Off-base supply points. When the replenishment issue is for an off-base Supply Point, and the delivery priority is blank, the retail supply system assigns priority 12 to the DD Form 1348-1A output document. If the replenishment issue is a result of MSI processing, delivery priority 06 is assigned to the replenishment issue.

11B21.2.5. Replenishment Issues To Mission Support Kit (MSK) Detail Records. The following action is taken for issues to MSK details:

11B21.2.5.1. TEX 2, K, or 6. These TEX codes prevents kill action of the input quantity (or part of the input quantity) bypasses the authorized quantity edits, and permits issue and/or due-out action resulting in excess detail record assets.

11B21.2.5.2. When substitutes are available with equal units of issue but the assets cannot be used, use TEX M to bypass kill action and establish a memo backorder (due-out). See [Attachment 11C-1](#) for more information concerning memo backorders.

11B21.2.5.3. UJC. When the replenishment issue is created as a result of MSI processing, the retail supply system assigns UJC CZ to the replenishment issue.

11B21.2.6. Replenishment Issues to WRM Spares Detail Records. The following action is taken for replenishment issues to WRM Spares detail records:

11B21.2.6.1. TEX 2, K, 6, 7, or P. These TEX codes prevents kill action of the input quantity (or part of the input quantity) bypasses, the authorized quantity edits, and permits issue and/or due-out action resulting in excess detail assets.

11B21.2.6.2. When the input issue request results in a backorder (due-out), the retail supply system establishes a firm due-out unless the TEX is 7 or P. When TEX 7 or P is used, the backorder is established as memo, and a special requisition (SPR) transaction processing is required for requisitioning action ([chapter 9](#)).

11B21.2.6.3. Urgency justification code (UJC). When the replenishment issue is created as a result of MSI processing, the retail supply system assigns UJC BT to the replenishment issue.

11B21.2.6.4. Requisitioning actions. When backorders are established as firm, the retail supply system performs requisitioning action as follows:

11B21.2.6.4.1. Consumable (XB3) items. The retail supply system requisitions at the time of backorder when the replenishment issue is for a consumable (XB3) item.

11B21.2.6.4.2. Repair cycle (XD/XF) items. The retail supply system requisitions, if required, for repair cycle assets during the requirements computation process. See [chapter 19](#) for more information.

11B21.2.7. Replenishment issues to Mobility Readiness Spares Package (MRSP)/In-place Readiness Spares Package (IRSP) detail records. The retail supply system performs the following actions for replenishment issues to MRSP/IRSP detail records:

11B21.2.7.1. TEX 2, K, 6, 7, or P. The use of these TEX codes prevents kill action of the input quantity (or part of the input quantity), bypasses the authorized quantity edits, and permits issue and/or due-out action resulting in excess detail assets.

11B21.2.7.2. TEX blank. TEX Blank is used for normal replenishment issues for assets located on MRSP/IRSP detail records.

11B21.2.7.3. When replenishment issues result in a backorder (due-out), it is established as firm unless the TEX is 7 or P. When TEX 7 or P is used, the backorder is established as memo and a special requisition (SPR) transaction is required for requisitioning action. See [chapter 9](#) for more information.

11B21.2.7.4. Urgency Justification Code (UJC). When the replenishment issue is created as a result of MSI processing, the replenishment issue is assigned UJC BT.

11B21.2.7.5. Requisitioning actions. When backorders (due-outs) are established as firm, requisitioning action is as follows:

11B21.2.7.5.1. Consumable (XB3) items. The retail supply system requisitions consumable (XB3) items at time of backorder when TEX M is used.

11B21.2.7.5.2. Repair cycle (XD(*)/XF(*)) items. Requisition replenishment repair cycle (XD*/XF*) items when base maintenance has no repair capability, or when the unit is deployed and the MRSP/IRSP is transferred to support a contingency with no local repair capability.

11B21.2.8. Replenishment Issues of Consumable War Readiness Materiel (WRM) Items Maintained on Authorized/In-Use Detail Records. Consumable WRM items contain ERRCD XB3 and are authorized in allowance documents managed by the Materiel Management Flight. These assets are maintained on authorized/in-use detail records containing use code D and equipment code W. The following action is taken for replenishment issues of these items:

11B21.2.8.1. Activity and demand codes. Process replenishment issues to authorized/in-use detail records using activity code E. Use demand code N to bypass demand data update.

11B21.2.8.2. UJC. When the replenishment issue is produced as a result of MSI processing, the retail supply system assigns UJC BT to the replenishment issue.

11B21.2.8.3. TEX 2, K, 6, 7, or P. The use of these TEX codes prevents kill action of the input quantity (or part of the input quantity), bypasses authorized quantity edits, and permits issue and/or due-out action resulting in excess detail assets.

11B21.2.8.4. TEX blank. Normal replenishment of consumable WRM items located on authorized/in-use detail records is performed by using TEX Blank.

11B21.2.8.5. Requisitioning action. When the replenishment issue request results in a backorder (due-out), the backorder is established as firm due-out unless TEX 7 or P is used. When TEX 7 or P is used, the backorder (due-out) is established as memo and a special requisition (SPR) transaction is required to complete requisitioning action. When the replenishment issue does not contain

TEX 7 or P, the retail supply system requisitions assets at the time of backorder. See [chapter 9](#) for more information.

11B21.3. Replenishment Issues to Unsupportable Mobility Readiness Spares Package (MRSP)

Detail Records. To process replenishment issues for unsupportable MRSP detail records, check with the WRM manager to obtain any required entries for the replenishment issue (ISU) input transaction. The following general coding will be used on replenishment issue transactions:

11B21.3.1. TRIC. ISU (positions 1-3).

11B21.3.2. Demand Code. Demand code I (position 44).

11B21.3.3. TEX. TEX code U (position 51).

11B21.3.4. Required Delivery Date (RDD). Required delivery date (XNN) (positions 62-64) will be used. The X is constant and NN is the number of months from the backorder (due-out) date when the detail record is expected to become supportable.

ATTACHMENT 11B-22

**SPECIAL PURPOSE RECOVERABLE AUTHORIZED MAINTENANCE (SPRAM) ITEM
ISSUES**

11B22.1. Purpose. To provide additional details about issues of Special Purpose Recoverable Authorized Maintenance (SPRAM) items.

11B22.2. Special Purpose Recoverable Authorized Maintenance (SPRAM) Item Issues. Issues of SPRAM items are processed in the retail supply system using activity code D. This includes initial and increased authorizations and replacement requirements. Additionally, demand code I is used for new or increased requirements. Demand code R is used for replacement requirements. See chapter 22, [section 22L](#) for additional information on SPRAM assets and issue procedures.

11B22.2.1. SPRAM Issue Request Requirements. SPRAM assets, containing ERRCD XD(*) and XF(*), are processed using issue (ISU) transactions. Urgency justification codes AV, BV, or CV are used as appropriate.

11B22.2.2. TEX Codes. TEX codes 7, P, V, T, 2, K, and 6 are authorized for use. The authorized quantity edits are bypassed. When the input contains TEX 2 or K, the retail supply system will allow excess assets to be issued to SPRAM detail records.

ATTACHMENT 11B-23

TIME CHANGE AND TIME CHANGE TECHNICAL ORDER (TCTO) ITEM ISSUES

11B23.1. Purpose. To provide additional details about issues of Time Change and Time Change Technical Order (TCTO) items.

11B23.2. General Information. A time change manager will be appointed in Repair Cycle Support to carry out all required time change actions. Requirements for calendar time change items listed in technical order (TO) 00-20-9 will be forecasted as described in [volume 1, part 1, chapter 10, section 10M](#). Instructions for the preparation of AFTO Form 223 (Time Change Requirements Forecast) are described in [TO 00-20-9, Section I](#).

11B23.2.1. Time Change Issue Document Preparation. On the first work day of the month, the maintenance Materiel Control will prepare AF Form 2005, customer issue request, for each item to be changed during the following month. The Julian date required for the time change will be entered in Block C. The using activities organization and shop code will also be entered. **NOTE:** Shop code "TO" cannot be used. Materiel control will leave the date and serial number position of the document number field (positions 36-43) blank. Urgency justification code (UJC) AU, BU, or CU and delivery destination code TCG will be entered. Maintenance Materiel Control will send three copies of AF Form 2005 to Repair Cycle Support. **NOTE:** MAJCOMs may accept time change issue requests through other methods as determined and will develop procedures to accept and process AF Forms 2005 (or other method) no later than the scheduled days listed [Table 11B23.1](#) below.

11B23.2.1.1. Number of days requirement. The number of days requirement determines how many days may pass before the time change required date. Repair Cycle Support will file all copies of the AF Form 2005 in a suspense file until the time change issue request meets the number of days, force activity designator (FAD), and base location criteria listed in [Table 11B23.1](#).

Table 11B23.1. Number of Days Criteria.

FAD	DAYS CONUS	DAYS OCONUS
I 1	1	16
II 1	1	16
III 1	1	16
IV 15		20
V 15		20

11B23.2.1.2. Establishment of firm date. When the number of days criteria has been met, Repair Cycle Support will contact the maintenance material control to verify the scheduled time change date is firm. If the scheduled date is firm, RCSS will assign the date and serial number portion of the document number (positions 30-43) of the AF Form 2005 and process the issue request. If the scheduled time change date is not firm, the AF Form 2005 issue request will be returned to the suspense file until the new date or is destroyed (time change requirement is canceled).

11B23.2.1.3. Time change items unavailable. When it is determined that items are not available at the base level account to fill the time change requirement, item(s) may be requisitioned up to 60 days prior to the scheduled time change using the appropriate requisition priority based upon the

FAD and UJC. **NOTE:** The UJC must be upgraded to AU when the item(s) have not been received within the number of days criteria time frames listed above.

11B23.2.1.3.1. Research overdue items. The Maintenance Materiel Control will coordinate with Repair Cycle Support daily to determine action to be taken on overdue time change items. Repair Cycle Support will research overdue items to determine their status. RCSS will enter the current status on the AF Form 2005 suspense copy.

11B23.2.1.3.2. Time change items not available. Time change items which are not available when requested by maintenance will require upgrade action to a MICAP-reportable condition. A MICAP notification (NOR) will be used to upgrade the time change requirement to the appropriate MICAP condition. See [Section 11C](#) for more information concerning MICAP upgrade actions.

11B23.2.1.4. Time change requirements issue. The time change manager or Customer Service function (when designated by local management) will process time change issue requests. If assets are available for issue, a firm due-in-from-maintenance (DIFM) detail record is established and the retail supply system will move delivery destination code TCG to the current DIFM status code field of the DIFM detail record. If assets are not available for issue, a memo DI FM detail record will be established and the retail supply system will move TCG to the DIFM location field of the DIFM detail record, and OAM (retained on system) will be assigned to the current DIFM status code field.

11B23.2.1.4.1. DIFM Status Code Update. When the time change (reparable) item is removed from the end-item, the maintenance repair shop is responsible for updating the DIFM detail record DIFM status code. See [chapter 10](#) for details.

11B23.2.1.4.2. MICAP requirement for available time change items. If a MICAP requirement is created for the serviceable time change item being held in maintenance (TNB), Repair Cycle Support will process a turn-in (TIN) transaction with action taken code (ATC) B. See [chapter 13](#), [attachment 13A-1](#) for more information.

11B23.2.1.5. DD Form 1348-1A (ISU/DOR) output document. The Delivery function will deliver time change items to the maintenance tail number bin (TNB) holding area. The DD Form 1348-1A output document will be signed and the property placed in the appropriate bin. Copy 3 of the issue request (AF Form 2005) will be retained by Repair Cycle Support as a suspense document and purged when the issue transaction appears on the Daily Document Register (D04).

11B23.2.1.6. Comprehensive engine management system (CEMS) time change. Maintenance will submit time change requirements to Repair Cycle Support not later than 30 days or earlier than 60 days before the time change date. Each CEMS time change issue request submitted on an AF Form 2005 will contain the same end-item (serial number) application. Each CEMS time change issue request will be processed as received. The AF Form 2005 issue request document will be retained in a suspense file in RCSS until all time change items have been delivered to maintenance or canceled.

11B23.2.1.6.1. Issue/due-out release documents. The Delivery function will deliver CEM time change items to the maintenance Propulsion Flight holding area. The DD Form 1348-1A (ISU/DOR) output document will be signed and the property placed in the appropriate holding bin. Copy 2 of the DD Form 1348-1A output document will be forwarded to the Repair Cycle Support time change manager for annotation of the AF Form 2005.

11B23.2.1.6.2. Time Change Due-Out Notification (1SH) Transactions. CEM time change due-out status notification (1SH) transactions will be produced when time change items are issued from stock if the TYPE-MAINT-CODE has been loaded to the applicable organization record. Due-out status (1SH) transactions will also be produced when the supported organization has indicated it is using automated tracking procedures and a due-out is established, released, canceled, significant status is received, or the mark-for field (SRD and/or equipment serial number) is changed. See [Attachment 11C-28](#) for more information and processing instructions for the 1SH transaction.

11B23.3. Time Change Technical Order (TCTO) Item Issues. Time change technical order (TCTO) items that are required for modification are identified by Numeric Parts Preference Code (NPPC) 4. NPPC 4 is normally assigned to TCTO item records automatically by the Stock Number User Directory (SNUD) (D097) process. Additionally, the Inspection function may load NPPC 4 to item records upon receipt of modification Technical Orders. See [chapter 27](#) for more information concerning NPPC 4 processing.

11B23.3.1. Materiel Condition Code D. Customer issue requests for items requiring TCTO modification must contain materiel condition code D. Materiel condition code D is required to ensure the customer is aware of modification requirements before use. The following actions should be considered before processing customer issue requests:

11B23.3.1.1. Customer Actions. The customer determines if unmodified assets may be used, or if TCTO kits are available for modification. This action is performed by contacting the TCTO kit manager for review of the modification technical order (for applicability by end-item model number, completion dates, etc.) and kit availability.

11B23.3.1.2. LRS/Supply Activity Actions. Customer Service personnel processes TCTO item issue requests with materiel condition code D if unmodified assets may be used. The Inspection function works with the responsible maintenance activity for item modification if needed when TCTO kits are available. Customer Service works with the base TCTO kit manager to determine the type of LRS/supply activity action required to satisfy the issue request when TCTO kits are not available.

ATTACHMENT 11B-24

TRANSIENT AIRCRAFT ITEM ISSUES

11B24.1. Purpose. To provide additional details about customer issues for transient aircraft support.

11B24.2. Transient Aircraft Item Issues. Demand code N is used for issue requests in support of transient aircraft. If the item is repair cycle (ERRCD XD(*)/XF(*)), DIFM control will be applied. Demand code R may be used to update demand data if the requested item applies to regularly scheduled transient aircraft.

11B24.3. Shop Code TA. Issues to transient Air Force aircraft must contain shop code TA. The retail supply system will perform additional edits on transient aircraft issue requests as follows:

11B24.3.1. USAF Transient Aircraft. The issue must contain the Standard Reporting Designator (SRD) and the major command code of the end-item.

11B24.3.2. DOD Aircraft Other Than Air Force (Army, Navy, Marine.). The SRD must be AHX or XH4. The major command code field must contain 49.

11B24.3.3. U.S. Government Aircraft Other Than DOD (FAA, etc.). The SRD must be AHX or XH4. The major command code must contain 4B for FAA aircraft, or 4C for other U.S. government aircraft.

11B24.3.4. Foreign Government Aircraft. The SRD must be AHX or XH4. Process issues to other NATO nations, and NATO subsidiary bodies in Europe and adjacent waters according to AFI 25-301 (formerly AFR 400-9 (Mutual Logistic Support between the United States and Other North Atlantic Treaty Organization Forces)) and applicable HQ USAFE supplements. The major command code field must contain one of the following command reporting designators:

11B24.3.4.1. Enter 40 for aircraft owned by military assistance countries.

11B24.3.4.2. Enter 42 for aircraft owned by the Royal Canadian Air Force.

11B24.3.4.3. Enter 43 for aircraft owned by the Royal Air Force, United Kingdom.

11B24.3.4.4. Enter 45 for aircraft owned by the German Air Force.

11B24.3.4.5. Enter 46 for aircraft owned by other foreign countries.

11B24.3.5. Commercial Aircraft. The SRD must be AHX or XH4 and major command code field must contain 47.

11B24.3.6. Commercial Aircraft for AMC. The SRD must be AMZ or XMZ.

11B24.4. Reimbursement of Stock Fund Issued Items. Issues of stock funded items for transient aircraft are charged to the organization on a reimbursable basis. Reimbursement to the Air Force for issue of all materiel to non-Air Force aircraft is according to existing maintenance and budget policy in TO 00-20-5 and [volume 1, part 1, chapter 10](#).

ATTACHMENT 11B-25

UNSERVICEABLE ITEM ISSUES

11B25.1. Purpose. To provide additional details about issues of unserviceable items.

11B25.2. Unserviceable Item Issues. Process customer issue requests for unserviceable items located on unserviceable detail records using the issue from detail (MSI) transaction with an R in position 53. See section 11B, [Attachment 11B-13](#) for processing instructions and MSI transaction format. The unserviceable detail record is identified on customer issue requests by placing the date and serial number portion of the unserviceable detail document number in positions 73-80 of the MSI transaction. **NOTE:** Issues from unserviceable detail records are on a fill or kill basis and management notices are not provided.

11B25.2.1. Activity Code C. Establish DIFM accountability by using activity code C. Activity code C or P must be used for issue requests for unserviceable equipment items.

11B25.2.2. Activity Code R. When the activity code is R, the retail supply system establishes DIFM details for DIFM items based on input demand codes ([Attachment 11B-8](#)).

11B25.2.3. TEX Code 6, D, @, or Blank. Process customer issue requests using TEX code 6, D, @, or Blank in position 51. When the input TEX code is @, the retail supply system prints the issue from detail (MSI) output document (DD Form 1348-1A) on the input function. When the MSI transaction contains TEX Blank and the detail record warehouse location is blank, the retail supply system routes the MSI output document to the RPS/main printer. When the MSI transaction contains TEX D, the retail supply system prints the MSI output document on the RPS/main printer for host base or applicable terminal for satellite bases. **NOTE:** For reporting or deleting excess detail records, notify Stock Control of all transactions affecting the unserviceable detail record balances.

ATTACHMENT 11B-26

VEHICLE ISSUES

11B26.1. Purpose. To provide additional details about issues of vehicles.

11B26.2. Vehicle Issues. Vehicles are equipment items that require equipment accountability. See [chapter 22](#) for more information concerning equipment accountability for vehicles. Additionally, vehicle requests will not be backordered in the retail supply system. When the equipment code in the authorized/in-use detail record is V, the issue (ISU) transaction will not successfully process unless the property is on hand. Vehicle issue requests must be for a quantity of one (1) each since a registered equipment management-vehicles-only (REM) detail record is created for each vehicle issued. Apply the following vehicle data elements when preparing the issue transaction input:

11B26.2.1. Registration Number. Enter the vehicle registration number in the first eight positions of the mark-for field on the issue request. Position 4 of the registration number cannot be zero or alpha. The retail supply system will increase by one the authorized/in-use detail record and will establish a REM-vehicles-only detail record for the vehicle registration number on the input.

11B26.2.1.1. Enter the vehicle year in the first two positions.

11B26.2.1.2. Enter the alpha type vehicle designator in the third position.

11B26.2.1.3. Enter the vehicle serial number in the last five positions using blanks at the end, if applicable. The first position of the serial number cannot be zero or alpha.

11B26.2.2. Status and Replacement Codes. Enter the status and replacement codes in positions 75-76. See [chapter 22](#), [attachment 22I](#).

11B26.2.3. Warranty Date. The vehicle warranty date will be automatically assigned as zeros by the retail supply system. Authorized/In-Use detail record load (FCI) input transactions will be used to assign the correct warranty date. See [chapter 22](#) for more information.

11B26.2.4. Equipment Code. Enter equipment code V for vehicles issue requests. Equipment code V controls the creation of a REM-vehicles-only detail record upon issue and deletion of the REM detail record upon vehicle turn-in. See [chapter 22](#) for more information.

11B26.2.5. Alternative Fuel Code. Enter the alternative fuel code. See [chapter 22](#), [attachment 22I](#) for processing procedures.

11B26.2.6. Vehicle Receipts. Process vehicles receipts and issues within one (1) workday of receipt. This speed of processing is required to clear vehicle intransit records and establish equipment accountability and reporting. Vehicle receipts are processed first through the base vehicle maintenance operations function that will perform initial inspection according to technical order TO 00-20B-5.

11B26.2.7. Vehicle Issue Processing. Process the vehicle issue transaction immediately after processing a vehicle receipt (Screen #134). All vehicle issue transactions must be processed post-post (TEX 6). **NOTE:** Vehicles do not need to be physically moved through the LRS/supply activity during the receipt or issue process. For more detailed information concerning vehicle issue processing, see [chapter 22](#), [attachment 22I](#).

ATTACHMENT 11C-1

RETAIL SUPPLY SYSTEM MEMORANDUM (MEMO) BACKORDER LOGIC

11C1.1. Purpose. Describe conditions when memorandum (memo) backorders are created in the retail supply system.

11C1.2. Transaction Exception (TEX) Code. When the transaction exception (TEX) code on the customer issue request equals 1, 7, 8, 9, G, H, P, or Y, a memo backorder (due-out) is established. See [Attachment 11B-9](#) for more information.

11C1.3. Supply Point and Mission Support Kit (MSK) Items. For all Supply Point and MSK detail record replenishments, a memo backorder is created.

11C1.4. Requisition Exception (REX) Code Usage. When a requisition exception (REX) code is assigned to the item record, a memo backorder is established. This will cause the retail supply system to create a 350 management notice (requisition suppressed). See [chapter 7](#) for more information and processing instructions concerning 350 management notices. See chapter 9, [attachment 9B-11](#) for more information concerning REX code usage.

11C1.5. Insufficient Funds. When funds are not available in the stock fund to support requisitioning action, a memo backorder is created and a funds requirement (FRC) image is created for external action. See chapter 9, [attachment 9B-17](#) for more information.

11C1.6. Budget Code 9 Equipment Items. For all customer backorder requirements for equipment items containing budget code 9 and ERRCD NF(*) or ND(*), a memo backorder is created.

ATTACHMENT 11C-2

BACKORDER (DUE-OUT) CAUSE CODE

11C2.1. Purpose. To explain the assignment and use of the backorder (due-out) cause codes in the retail supply system.

11C2.2. Definition of Backorder (Due-Out) Cause Codes. Backorder (due-out) cause codes identify the stock position in the retail supply system at the time a customer backorder is established. The due-out cause code is also used to isolate causes for backorders, and what action(s) is needed to prevent recurrence of the problem. For MICAP customer backorders, the due-out cause code is entered in position 26 of the MICAP report (B9M) transaction.

11C2.3. Base Stock Levels Defined. Items are generally classified as stocked and non-stocked. Stocked items are normally assigned demand-based stock levels that contain either full, or less than full base stock on hand. The retail supply system makes this determination by comparing the serviceable property on hand to the demand-based stock level quantity. If the quantity on hand is less than the demand-based stock level quantity, the item is considered to be at less than full base stock.

11C2.3.1. Stocked Item - Full Base Stock. Stocked items with full base stock are defined as total stock on hand (serviceable + unserviceable - reparable) equal to or greater than the total stock authorized. **NOTE:** For non-recoverable items, full base stock is defined as assets in stock (on-hand) equal to or greater than the safety level quantity, plus the WRM on-hand quantity.

11C2.3.2. Stocked Item - Less than Full Base Stock. Stocked item backorder cause codes are assigned due to insufficient assets available to support a demand-based stock level. Stocked items with less than full base stock are defined as total stock on-hand (serviceable + unserviceable) less than total stock authorized. **NOTE:** For non-recoverable items, less than full base stock equals the total stock on hand, minus quantity committed to WRM, is less than the safety level quantity.

11C2.4. Non-Stocked Item Backorder Cause Codes. Non-stocked item backorder cause codes are assigned due to insufficient item demand history for computation of a demand-based stock level. Normally, non-stocked item cause codes consist of three general groups of items including: items with no previous demand (first-time) or not enough demand history; items the retail supply system has decided not to stock; and items management has decided not to stock. See [Table 11C2.1](#) for more information and explanation of each type of non-stocked item backorder cause code.

Table 11C2.1. Non-Stocked Item Due-Out Cause Codes.

CAUSE CODE	EXPLANATION
A	No stock level established – First time recurring demand. No previous demand or reparable generation before this request. This code is assigned to change/transfer/or stop MICAP report (B9(*)) transactions by the retail supply system when the type account code is E (equipment) or K (munitions).
B	No stock level established - Past recurring demand or reparable generation experience but Air Force stockage policy precluded establishment of a demand-based stock level.

CAUSE CODE	EXPLANATION
C	Air Force stockage policy permits a demand-based stock level, but an external decision by HQ AFMC has determined that stocking the item at the base should be restricted. This Cause Code is also assigned when Air Force stockage policy permits a demand-based stock level for the item, but only non-recurring demands have occurred on the NSN.
D	Base decision not to stock the item. A demand-based stock level exists, but the base has taken action not to stock the item such as assigning a maximum level of zero.

Table 11C2.2. Stocked Item Due-Out Cause Codes.

CAUSE CODE	EXPLANATION
F	Full base stock - Depth of stock insufficient to meet MICAP/due-out requirement.
G	Full base stock - Quantity necessary for requirement is in AWP status. The number of recoverable items in need of repair is equal to or greater than the authorized stock level. Identifies repair part shortages. Assumes if repair parts had been available, a serviceable asset would have been available.
H	Less than full base stock - Stock replenishment requisition exceeds priority group UMMIPS standards. Focus attention on source of supply processing of stock replenishment requisitions. NOTE: Will also be assigned when a due-out has been manually linked to a stock replenishment due-in.
J	Less than full base stock - Stock replenishment requisition does not exceed priority group UMMIPS standards. Additional follow-up or upgrade action may be required. NOTE: Will also be assigned when a due-out has been manually linked to a stock replenishment due-in.
K	Less than full base stock - No stock replenishment due-in established. Take action to determine the reason.
R	Full base stock – Assets cannot be used to satisfy this requirement because they are deployed, inaccessible (off-base supply point), or unavailable.
S	Less than full base stock. Stock replenishment requisition exceeds UMMIPS time standards by priority group and AWP assets are on order at time of MICAP.
T	Less than full base stock. Stock replenishment requisition does not exceed UMMIPS time standards by priority group and AWP assets are on order at time of MICAP.
X	Less than full base stock. No due-in established and AWP assets are on hand at time of MICAP.

Table 11C2.3. Special Purpose Due-Out Cause Codes.

CAUSE CODE	EXPLANATION
Y	Data not available on manually prepared MICAP Start report (B9M) transactions due to the retail supply system being inoperative for unscheduled maintenance.
Z	System/Commodity received without MICAP item (initial shortage). Cause code Z identifies MICAP incidents due to a lack of initial stockage at the base. This code alerts management to the problem and identifies the items involved. NOTE: Cause code Z qualifies for one of the other cause codes, but the items involved require special management attention.
1-6 Co	mmand unique.

NOTE: Cause codes E, I, L-Q, U-W are not used.

ATTACHMENT 11C-3

MICAP REPORT (B9M) TRANSACTION FORMAT

11C3.1. Purpose. To explain the creation and processing procedures of the MICAP report (B9M) transaction. The B9M transaction is sent to the MICAP reporting system (D165B) on a daily basis to report base MICAP incidents.

11C3.2. Manual MICAP Reporting. Manual reporting of MICAP start, stop, and change incidents must be accomplished when the retail supply system is inoperative for more than four days. **NOTE:** Manual reporting is not authorized under any other condition. Manual MICAP report (B9M) transactions will always contain cause code Y. Various MICAP report transaction codes, such as delete, hour, condition, etc., will be used to accurately record actions affecting MICAP conditions. These and other MICAP codes are listed in [Attachment 11C-4](#). See [Table 11C3.1](#) for preparation instructions and format for MICAP report (B9M) transactions.

11C3.3. Satellite MICAP Reporting. Satellite Supply accounts will input MICAP data at an appropriate input terminal function when available. Otherwise, MICAP data will be provided to the Mission Support section monitor at the host Supply account. If provided, the host account will input satellite MICAP data at an input terminal function or through the RPS.

11C3.4. Cumulative Reject Processor (D818). The cumulative reject processor (D818) listing identifies all MICAP input (NOR) or output (B9M) transactions rejected by the retail supply system during the processing day. **NOTE:** All MICAP report (B9M) transaction rejects appear as NOR transaction rejects on the D818 listing. All rejects associated with MICAP report transactions must be corrected and processed in a timely manner by the Mission Support section.

11C3.5. Output Destination. RPS/main system.

11C3.6. Input. None.

11C3.7. Output Format. See [Table 11C3.1](#).

Table 11C3.1. MICAP Report Transaction Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	B9M - Note 1
4-6	3	Routing Identifier Code	Note 2
7	1	MICAP Condition Code	Note 3
8-22 15		Stock Number	
23-25 3		Action Day	
26	1	Cause Code	Note 4
27-29 3		Source of Supply	
30-43 14		Requisition Number	
44 1		Hour Code	Note 5

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POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
45-47	3	Standard Reporting Designator	
48	1	AFMC Flag	Note 6
49-50 2		Action Year	
51 1		Blank	
52-59	8	Processing Organization or Blank	Note 7
60-61	2	Major Command Code	
62-63	2	Work Unit Code	
64-66	3	Change-To Standard Reporting Designator or Blank	
67	1	Delete (Termination) Code	Note 8
68	1	Error Code or Blank	Note 9
69 1		Budget Code	
70	1	Advice Code	Note 10
71-78 8		Serial Number	Note 11
79-80 2		Quantity	Note 12

NOTES:

1. Document identifier code (DIC) B9M is used for all MICAP reportable commodities.
2. Routing Identifier Code (RIC). The B9M produced for the ALC is assigned the routing identifier code by the retail supply system as follows:
 - a. If the source of supply is not Air Force, then the RIC is assigned from the SRD.
 - b. If the source of supply is Air Force, then the code is FHZ for all MICAP report transactions.
3. MICAP Condition Code. See [Attachment 11C-5](#) for MICAP condition codes.
4. Cause Code. See [Attachment 11C-2](#) for backorder (due-out) cause codes.
5. Hour Code. See [Attachment 11C-5](#) for a list of MICAP hour codes.
6. AFMC Flag. If position 48 is a 9, the source of supply is other than AFMC. If position 48 is alpha, the source of supply is AFMC. The alpha AFMC designator is actually the middle letter of the AFMC routing identifier code. For example, routing identifier code FHZ will contain AFMC flag H.
7. Processing Organization. Leave blank for AFMC MICAP report transactions.
8. Delete (Termination) Code. See [Attachment 11C-5](#) for a list of MICAP termination (delete) codes.
9. Error Code. When the B9M transaction is produced as a result of processing a B94 error transaction, this field will contain the B94 error code. Otherwise, the field will be blank.
10. Advice Code. See [Attachment 11C-5](#) for MICAP advice codes.
11. Serial Number. The Julian date and serial number of the change-to lateral requisition will be entered when the MICAP advice code equals L. A zero (0) will be entered in the first position of the serial number for all cases except for the MICAP transfer event..
12. Quantity. If the quantity is 100 or greater, use 99.

ATTACHMENT 11C-4

MISSION CAPABILITY/AWAITING PARTS (MAPS) RECORD RETRIEVAL, UPDATE AND DELETE (1MM) TRANSACTION

11C4.1. Purpose. To explain the transaction format and usage of the MAPS record update (1MM) transaction. The 1MM transaction is used to retrieve, update, or delete the MAPS record. **NOTE:** The only fields that may be updated are the MAJCOM-DATA and Remarks. All other fields are protected and cannot be changed.

11C4.2. MICAP Controller Updates. The MICAP/AWP (MAPS) record update/delete/retrieval (1MM) transaction is used by the MICAP controller to update associated data and the remarks field of the MICAP record.

11C4.3. AWP Monitor Update. The MICAP/AWP (MAPS) record update/delete/retrieval (1MM) transaction is used by the AWP monitor to retrieve, update, or delete the MAPS record. For AWP records, the only fields on the MAPS record that can be updated are the MAJCOM and remarks fields. **NOTE:** The MAPS record will not be created for AWP backorders established with TEX E.

11C4.4. Input Restrictions. RPS/main system.

11C4.5. Output. None.

11C4.6. Input Format and Entry Requirements: Screens: 1MMDEL/461, 1MMRET/413, and 1MMUPD/414.

Table 11C4.1. MAPS Record (1MM) Retrieval Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Transaction Identification Code	1MM
4-16	13	MAPS Record 108-CALC-KEY	Note 1
17 1		Option	Note 2
18-31	14	Document Number	Note 3
32-41 10		MAJCOM-DATA	Note 4
42-291 25	0	Remarks	Note 5

NOTES:

1. For options A, B, C, and F enter the 108-CALC-KEY as follows:
 - a. For AWP – End-item DIFM document number (minus the activity code) in positions 4-16.
2. The option field (position 17) cannot be blank; enter one of the following options to select desired format:
 - a. Option A - Displays selected data on the MAPS record, item record, status detail, and due-in detail. (See the example below.)

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- b. Option B - Displays selected data on the MAPS record, item record, status detail, due-in and due-out details. (See the example below.)
 - c. Option C - Displays selected data on the MAPS record, item record, status detail, due-in and due-out details. (See the example below.)
 - d. Option F - Updates the MAJCOM-DATA and/or Remarks fields. **NOTE:** This option should be used for update only. There are no edits performed.
3. For options A, B, and C, the due-out document number is not required. If blank, all due-outs for the applicable MAPS record 108-CALC-KEY will be output. The due-out document number must be entered for options F.
 4. MAJCOM-DATA (positions 32-41). This field is blank or used as directed by MAJCOM.
 5. Remarks. Enter any general information regarding the MICAP/AWP incident.

11C4.7. MAPS Update - Option A Example.

For AWP:

		STATUS	NOMENCLATURE	DATE
END-ITEM	DOC# UJC EDD		AWP-START	RID
X310HB93281234	AR	9340	FLAP ASSY	24 NOV 95
				FGZ

REMARKS: This field will contain information regarding the AWP incident.

11C4.8. MAPS Update – Option B Example.

For AWP:

		STATUS			
END-ITEM	DOC# UJC EDD	RID	QTY DO	DOC NBR	DI DOC NBR NOMENCLATURE
X310HB93281234	AR	9340 FGZ	1	X310HB93300522	93350069 FLAP ASSY

STOCK NUMBER: 1560007431129

REMARKS: This field will contain information regarding the AWP incident.

11C4.9. MAPS Update – Option C Example.

For AWP:

STOCK NUMBER	END-ITEM	DOC#	REQ NBR	QUANTITY	NOMENCLATURE	
1560007431129	X310HB93281234	93350069	1		FLAP ASSY	
DEMAND STATUS						
ERRC	M/F IND	RID	LEVEL	EDD	SD	UJC
XD2	FIRM	FGZ	0	9340	01	AR
CAUSE DUE-OUT						
WUC	CODE	DOCUMENT NUMBER			START-DATE	

X310HB93300522

MAJCOM DATA: SMSDIA/HCB

REMARKS: This field will contain information regarding the AWP incident.

ATTACHMENT 11C-5

MICAP CODES

11C5.1. Purpose. To describe different codes utilized and reported in the base MICAP process. Several codes are used on MICAP report transactions to accurately reflect actions affecting MICAP incidents. These codes are explained and listed as follows.

11C5.2. MICAP Condition Code.

11C5.2.1. Purpose. To explain the purpose and usage of MICAP condition codes. A MICAP condition code is assigned to each MICAP incident and describes the type of requirement (aircraft, AGE, spares, etc.) and how the MICAP end-item is functioning. The MICAP condition code is entered in position seven of the MICAP report (B9M) transaction.

Table 11C5.1. MICAP Condition Codes.

CONDITION		CODE
Aerospace Ground Equipment (AGE)		
	Equipment out of commission	W
	Equipment operating in limited or restricted capacity	R
Aircraft/ICBM		
	To relieve a NMCS condition	G
	To relieve a PMCS condition	F
	Battle Damage	M
Communications & Electronic Equipment		
	Equipment out of commission	K
	Equipment operating in limited or restricted capacity	L
Cryptological Equipment		
	Equipment out of commission	K
	Equipment operating in limited or restricted capacity	L
ECM Pods, Missiles, and Drones (Excludes ICBM)		
	Identifies all NMCS conditions	E
P15 Fire Fighting Vehicle		
	To identify a PMCS condition	N
Selected Photographic Equipment		
	Identifies all NMCS conditions	P
Spare Engines		
	Identifies all NMCS conditions	E
Trainers and MTS/RTE		
	Equipment out of commission	G
	Equipment operating in limited or restricted capacity	F
Vehicles		
	Identifies all NMCS conditions	V

11C5.3. MICAP Hour Codes.

11C5.3.1. Purpose. To identify the time in hours for each MICAP start and stop occurrence. The MICAP hour code is entered in position 48 of MICAP notification (NOR) transactions and position 44 of MICAP report (B9M) transactions.

Table 11C5.2. MICAP Hour Codes.

HOURL	CODE	HOURL	CODE
0001-0059 A		1200-1259 N	
0100-0159 B		1300-1359 P	
0200-0259 C		1400-1459 Q	
0300-0359 D		1500-1559 R	
0400-0459 E		1600-1659 S	
0500-0559 F		1700-1759 T	
0600-0659 G		1800-1859 U	
0700-0759 H		1900-1959 V	
0800-0859 J		2000-2059 W	
0900-0959 K		2100-2159 X	
1000-1059 L		2200-2259 Y	
1100-1159 M		2300-2400	Z

NOTE: Hour codes I and O are not used.

11C5.4. MICAP Delete (Termination) Codes.

11C5.4.1. Purpose. To explain the assignment and usage of MICAP delete (termination) codes. MICAP delete codes identify the reason for termination of the MICAP incident. The MICAP delete code is entered in position 67 of MICAP report (B9M) transactions.

Table 11C5.3. MICAP Delete (Termination) Codes.

CODE	REASON FOR DELETION	REMARKS
1	Received from ALC	
2	Received from DLA/Other Services	
3	Satisfied through Lateral Support	
4	Cannibalization Has Been Used To Preclude MICAP Occurrence	N/A to AWP
5	Receipt of Base Procured Item	
6	Received from Base Assets	
7	WRM Asset Has Been Used To Meet Requirement	
8	Cannibalization Has Been Used To Satisfy MICAP Occurrence	N/A to AWP
9	Reported in Error (MICAP Hours Backed Out)	
0	Cancellation/Administrative transfer when codes 1-9 do not apply	
T	Automated termination generated by the D165B system. Hours are backed out to 5 days after shipment date (AFMC-managed items) or 5 days after status date (non-AFMC managed items). This code is assigned after the base fails to respond to three consecutive D165B system interrogations.	

CODE	REASON FOR DELETION	REMARKS
B	Automatic termination generated by the D165B system. Hours are backed out to zero (0). The base has failed to respond to three consecutive D165B system interrogations. Records do not meet the criteria for Delete code T.	

11C5.5. MICAP Advice Code.

11C5.5.1. Purpose. To explain assignment and usage of MICAP advice codes. MICAP advice codes provide the reason the MICAP incident is being reported. MICAP advice codes are entered in position 70 of MICAP report transactions.

Table 11C5.4. MICAP Advice Codes.

EXPLANATION	ADVICE CODE
Basic MICAP Incident START Report	A
Cancellation - Initiated by Requester	F
Transfer of Incident to Lateral Requisition	L
Incident Still Open - Material Not Received (B9Z input only)	G
Reserved	P
Indicative Data Correction	Q
Upgrade of Non-Reportable Condition to a Reportable Condition	R
Status From Non-AFMC Sources of Supply (B9Z report only)	S
Transfer of Requisition from One End-Item to Another	T
Change of a Reportable MICAP Condition to Another Reportable Condition	U
Report of Cannibalization from One End-Item to Another after Termination	V
WRM Asset Has Been Used to Preclude MICAP	W
Basic MICAP Incident STOP Report	Z

ATTACHMENT 11C-6

MICAP LATERAL SUPPORT AND SOURCING LOGIC

11C6.1. Purpose. To describe processing procedures used to satisfy MICAP customer backorders through lateral support.

11C6.2. Restrictions. Only bases registered as users of the needed item in the SNUD (DO71) system will be contacted for lateral support to satisfy MICAP requirements. Under no circumstances will an AIG be used on message traffic unless all addresses of the AIG are registered users of the item being requested. Additionally, source of supply and lateral requisitions will not be active for the same requirement at the same time.

11C6.3. General Lateral Support Sourcing Procedures.

11C6.3.1. Continental United States (CONUS) Units. CONUS units will requisition MICAP requirements from the source of supply first. If stock is not available, units may source laterally in the following sequence to satisfy MICAP requirements:

11C6.3.1.1. Other CONUS units.

11C6.3.1.2. OCONUS units (not supporting CJCS operations).

11C6.3.1.3. Units supporting CJCS operations. Units supporting CJCS operations, hereafter referred to as deployed units, in compliance with the Spares Priority Release Sequence (SPRS) and Readiness Spares Package (RSP) contingency flag policy. CONUS units will consider the maintenance/repair status (number of MICAPs, lead-time of other MICAPs on order, etc.) of the non mission capable (NMC) weapon system to determine the appropriateness of sourcing deployed units

11C6.3.2. Outside Continental United States (OCONUS) Units. OCONUS units may source OCONUS/deployed units in or near their theater before submitting a requisition to the source of supply. OCONUS units will also comply with the Spares Priority Release Sequence (SPRS) and RSP contingency flag policy. OCONUS units will also consider the maintenance/repair status (number of MICAPs, lead-time of other MICAPs on order, etc.) of the not mission capable (NMC) weapon system to determine the appropriateness of sourcing deployed units. If stock is not available or lateral support is not appropriate from the above sources, OCONUS units may source laterally in the following sequence to satisfy MICAP requirements.

11C6.3.2.1. Source of supply.

11C6.3.2.2. CONUS units.

11C6.3.2.3. Other CONUS units not in or near theater.

11C6.3.2.4. Deployed units not in or near theater if appropriate.

11C6.3.2.5. Deployed units. Deployed units will obtain the required asset from the source that can provide it the fastest. The fastest source will normally be in or near the theater. The supporting GLSC must also consider the fastest source to resolve the MICAP condition. Customs delays, lack of airlift, and other transportation considerations may add unacceptable logistics response time to shipments from other deployed units in or near the theater.

11C6.4. Lateral Support from Readiness Spares Packages (RSPs). Lateral support from RSPs will comply with the Spares Priority Release Sequence (SPRS) and RSP contingency flag policy. See [chapter 9](#) for more details. The supporting GLSC will consider the maintenance/repair status (number of MICAPs, lead-time of other MICAPs on order, etc.) of the weapon system to determine the appropriateness of sourcing an asset from a unit deployed in or near the theater.

11C6.5. Wholesale Contractor-Managed Items. For wholesale contractor-managed assets, CONUS/OCONUS GLSCs and bases will source the wholesale contractor inventory control point (ICP) first. If stock is not available, the GLSC will coordinate with the wholesale contractor ICP to determine the best location from which to source the MICAP requirements unless a memorandum of agreement is in place allowing the GLSC to perform these functions.

NOTE: This policy does not apply to HQ AMC Forward Supply Support (FSS) assets, or to Cryptologic Systems Group (CPSG, FB7033). By design, each forward supply location (FSL) is supported from a CONUS, weapon system specific, primary supply point. CPSG is a wholesale account that uses the SBSS to manage cryptologic items and movement is controlled by the wholesale item manager.

11C6.6. Chairman Joints Chief of Staff (CJCS) Project Coded Requirements. Base assets are released for shipment based upon input priority in the retail supply system. Normally, assets are released in the sequence specified in [chapter 15](#). However, assets are released in support of lateral support for CJCS project-coded requirements as follows:

11C6.6.1. CJCS project-coded RSP/IRSP/CHPMSK containing contingency flag (A) will support CJCS MICAP requirements to zero (0) balance. Lateral support for any other MICAP is not authorized.

11C6.6.2. CJCS project-coded RSP/IRSP/CHPMSK containing contingency flag (B) will support CJCS MICAP requirements to zero (0) balance.

11C6.6.3. Support all other MICAP requirements to 50 percent of the kit authorized level. When the kit authorized level quantity equals one, lateral support is not authorized.

11C6.6.4. CJCS project-coded RSP/IRSP/CHPMSK containing an RSP Contingency Flag (C) will support CJCS MICAPs to zero balance, and all other MICAP requirements to an on-hand level of one.

11C6.6.5. 720 Project Coded RSP will support CJCS MICAP requirements to zero balance and all other MICAP requirements to an on-hand level of one.

11C6.6.6. Unless approved by the Air Staff, 700 project-coded RSP are authorized Contingency Flag (C) only. Project-coded 700 RSP/IRSP/CHPMSK with an RSP contingency Flag (C) will support CJCS and 700 project-coded MICAP requirements to zero balance and all other MICAP requirements to an on-hand level of one.

11C6.6.7. Non Project Coded RSP/IRSP/CHPMSK will support all MICAP requirements to zero balance.

11C6.7. Other Lateral Support Policies.

11C6.7.1. Lateral support between RSPs and CHPMSK. Lateral support between RSP and CHPMSK is not authorized. RSP/CHPMSK requirements will be requisitioned from wholesale

sources of supply or the CRF supporting the theater. Exception: Lateral support between wartime kits may be authorized by the owning MAJCOM on a case-by-case basis. This exception would normally be exercised by AMC to position spares for an air bridge.

11C6.7.2. CRF or Other Repair Facilities. CRF or other repair facilities will support any MICAP lateral requisition with serviceable stock not currently being used to support a CJCS operation.

11C6.7.3. Awaiting Parts (AWP). Lateral Support for AWP is authorized only when AWP is in support of a MICAP line replacement unit (LRU). Lateral support is not authorized for AWP items used to fill RSP or shelf stock. Additionally, units should consider the maintenance/repair status (number of MICAPs, lead-time of other MICAPs on order, etc.) of the not mission capable (NMC) weapon system to determine the appropriateness of sourcing deployed units. For wholesale contractor-managed assets Contractor ICP may ship assets below the RO at the retail level using RDO procedures to satisfy non-MICAPs, i.e. BQ and AWP backorders as well as zero stock conditions. Contractor ICP must notify GLSC of RDO actions. For wholesale contractor-managed assets, the GLSC may redistribute assets to fill zero balances in contingency location kits and Forward Supply Support locations. The GLSC must coordinate these moves with the wholesale contractor, unless a memorandum of agreement is in place allowing the GLSC to perform these functions.

11C6.8. MICAP Requisition Change from Source of Supply to Lateral Support. When a requisition for a MICAP requirement was originally submitted to the source of supply, but is later requisitioned from another base (lateral support), the following procedures apply:

11C6.8.1. Special Requisition (SPR) Transaction Processing. GLSC will process an SPR transaction for the new (lateral) due-in with the MICAP due-out document number in positions 67-80. The RIC in positions 4-6 of the SPR transaction must be the RIC of the lateral base or JLS. **NOTE:** The JLS routing identifier is used only when the requisition is being satisfied by a non-Air Force Supply Management Activity Group (SMAG) account.

11C6.8.2. Retail Supply System Processing. The retail supply system, for SPR transaction inputs meeting the above conditions, will transfer the MICAP from the original due-in to the new (lateral) due-in. In addition, the original customer due-out will be linked to the new MICAP due-in detail and the original MICAP due-in detail will be either downgraded or cancelled during re-leveling. A MICAP suspense detail record will be established on the original MICAP due-in to preclude 260 rejects resulting from MICAP interrogation (B9(*)) transactions.

11C6.8.3. Signal Code. Assign Signal Code A to the due-in detail when lateral support transactions for budget code 8 items occur between the Air Force and other services. Use of this signal code permits reimbursement to the SMAG.

11C6.9. Automatic Lateral Support (Sourcing). ES-S includes an Automatic Lateral Support feature designed to support high priority (MICAP, AWP, JCS project coded, and Forward Supply Location (FSL) project coded) requirements. ES-S's Automatic Sourcing feature uses complex sourcing rules and near-real time asset and requirements data from source systems (SBSS, SCS, and EBS) to automatically determine the best enterprise source for fulfillment of requisitions. Once the best source is determined the system will create the appropriate legacy system transactions to initiate the movement of the asset(s) from the selected source. The automatic sourcing capability is flexible enough to suspend/start automatic sourcing as needed (e.g., for a specific stock number, base, etc.). A detailed description of this feature is available in Chapter 12 of the ES-S User's Manual.

11C6.9.1. SBSS Configuration. Automatic Sourcing is designed to respond to A0x/AMx transactions produced by the SBSS and sent through ES-S for evaluation/forwarding. The SBSS must be configured (via TRIC 1TT on the SBSS console) to direct all A0x/AMx transactions through ES-S (vs. directly to DAAS) for processing. ES-S will evaluate each A0x/AMx to determine if the requirement meets the criteria for automated sourcing and if so, the system will attempt to locate available assets and direct their release. If the A0x/AMx does not meet the criteria for automated sourcing it will be passed to the source of supply for processing.

NOTE: Normal memo Due-Out (TEX 7) processing procedures may be used to bypass automatic sourcing, as needed (because no A0x is output to ES-S for evaluation). However, automatic sourcing can still be initiated for memo due-outs by processing an "open" SPR to the SoS (i.e., leave the document number blank on the SPR), because this will force the SBSS to create an A0x for evaluation.

11C6.9.2. ES-S Configuration. The rules used to determine if a specific requirement qualifies for automatic lateral support are maintained in ES-S. HQ 754 ELSG/ILSS maintains the sourcing rules table in ES-S, however changes are coordinated through HQ USAF/A4LM and MAJCOMs. Automatic sourcing rules are based on a simple Inclusion/Exclusion concept. Requirements (A0x/AMx) can be included or excluded based on the values (data) in the following fields: Priority Code, RDD, Project Code, RID TO, Advice Code, SRAN (from), NIIN, FSG/FSC, and MMAC. To qualify for automatic lateral support sourcing, an A0x/AMx must specifically be included based on one (or more) of these attributes and not excluded due to some other value. For example, including project code 9GN would mean that all requisitions with this JCS project code will be subject to Automatic Lateral Support Sourcing (regardless of the Priority, RDD, Advice Code or other fields). However, these inclusions can be trumped by excluding certain values in another field. For example, entering a specific NIIN in the exclusion area would mean that all requisitions for that NIIN will be excluded regardless of other matching attributes, even if it was for project code 9GN. More information on Automatic Sourcing rules used in ES-S can be found in Chapter 12 of the ES-S User's Manual. This reference also provides directions on how to view the current rules being applied.

11C6.9.3. Determining the Best Source. Once an order qualifies for Automatic Sourcing, ES-S will automatically query other SBSS accounts, SCS, and DLA (as applicable) to determine asset availability. The system will normally check Depot stocks first. However, if the ordering DoDAAC is listed as "Lateral First" (in the Auto Sourcing Rules table) then the other SBSS accounts in the same theater will be checked for assets before the depot.

11C6.9.3.1. Depot Stocks. If Depot Stocks are located, the A0x/AMx will be forwarded to the SoS for processing.

11C6.9.3.2. No Depot Stocks or Lateral First. If no Depot Stocks are located (or if Lateral First was indicated) the system will locate and evaluate SBSS Stocks at other retail locations. Any assets that may be found are not automatically assumed to be available, i.e., the attributes of the asset also must be evaluated and these asset attributes may affect its availability to specific orders. In other words, the location of the asset (e.g., in warehouse, in RSP, off-base, deployed, etc.) and the "status" of the asset (e.g., within or above the base's RO, JCS/Contingency Authorized Quantity, POS offset, etc.) will affect its availability to certain orders. Chapter 12 of the ES-S User's Manual provides a detailed description of the asset availability logic used in ES-S.

11C6.9.4. Transactions Processed to Complete Sourcing. When eligible assets are found, ES-S will initiate and forward the appropriate transactions to the applicable source for processing. The actual transactions that are processed depend on where the asset is located. **NOTE:** All transactions initi-

ated by automatic sourcing event will be assigned Portal User ID = "esssystem" and will be posted to the ATC with the same Task ID.

11C6.9.5. Reverse Sourcing. Another sourcing feature of ES-S is an automated "reverse sourcing" feature that reacts to the introduction of assets into any SBSS account. Whenever assets become available, the reverse sourcing feature scans existing needs (backordered requisitions) to determine whether the assets should be redirected to satisfy higher priority needs. The reverse sourcing feature is designed to use Spares Priority Release (SPRS) logic to determine which enterprise backorders should be fulfilled in cases where there are competing requirements for available assets. The automatic sourcing rules also impact "Reverse Sourcing" decisions, i.e., if an asset becomes available, the order that it releases to, must be eligible for automatic sourcing. Assets that cannot be released automatically will be written to an "Unused" Asset report for manual review. More information about these features and Automatic Sourcing in general is available in Chapter 12 of the ES-S User's Manual.

11C6.9.6. Monitoring Auto and Reverse Sourcing. Due to the computerized nature of the Auto and Reverse Sourcing processes (i.e., the system is making the sourcing decisions and automatically processing the transactions) some manual monitoring and periodic intervention is needed. For example, processing errors associated with the transactions generated may have to be manually corrected. Some reports have been provided to help monitor the Auto and Reverse Sourcing processes. The "Assets Released During Auto/Reverse Sourcing" and "Orders Automatically Fulfilled" reports provide visibility of auto/reverse sourcing actions and results. The "Shipment Error" report identifies certain errors on lateral shipments processed as a result of auto or manual sourcing. The "Attempted Sourcing Flagged Due-Ins" report identifies original due-ins that were sourced but the SPR transaction received either a reject or error so the old due-in remains in the system. The Reject Management Component and the Audit Trail Component of ES-S can also be used to identify automatic transactions that either rejected or received an error. More information about these reports is available in Chapter 12 of the ES-S User's Manual.

ATTACHMENT 11C-7

MICAP CANNIBALIZATION PROCEDURES

11C7.1. Purpose. To explain the procedures associated with processing and reporting cannibalization actions.

11C7.2. MICAP Cannibalization Actions. MICAP-reportable cannibalization actions within Maintenance will be reported to the GLSC/Maintenance Support Section. Mission Support personnel will process MICAP notification report (NOR) transactions with the appropriate delete and advice codes. Normally, cannibalization actions are performed to preclude, terminate, or transfer MICAP conditions at base level.

11C7.2.1. MICAP Prevention. Cannibalization actions taken to preclude a MICAP condition before verification and establishment of a MICAP customer backorder requires processing of a NOR transaction input (format F) with delete code 4 and advice code Z. For more information, see NOR format F transaction in [Attachment 11C-8](#).

11C7.2.2. MICAP Termination. Cannibalization actions taken to terminate a reported MICAP condition requires processing of a NOR transaction input (Format G) with delete code 8 and advice code Z. For more information, see NOR format G transaction in [Attachment 11C-8](#).

11C7.2.3. MICAP Transfer. Cannibalization actions taken to transfer a reported MICAP condition from one end-item to another requires processing of a NOR transaction input (Format H) with delete code 8 and advice code T. For more information, see NOR format H transaction in [Attachment 11C-8](#).

11C7.3. Cannibalization Notification and Documentation Requirements. When a reportable cannibalization action occurs, maintenance will immediately notify Mission Support. Mission Support will maintain a worksheet or develop a local form/register to document cannibalization actions, and process all associated NOR transactions in a timely manner.

11C7.4. Exception Cannibalization Reporting. Exception reporting of cannibalizations is performed by manually preparing a NOR transaction input (Format I) with delete code 8 and advice code V. Exception cannibalization reporting is required if: 1) a NOR transaction input rejects because the due-in and/or due-out details are no longer on file; and 2) during match of the documented notification, it is found that the MICAP report has been terminated. For more information, see NOR format I transaction in [Attachment 11C-8](#).

11C7.5. Cannibalizations Between Organizations. Cannibalization actions between organizations to satisfy a MICAP condition requires processing of a NOR transaction input (Format H) with delete code 8 and advice code T. First, a memo due-out will be established for the organization whose end-item was cannibalized from. The NOR transaction input will contain the memo due-out document number in positions 9-22 and TEX code L in position 80. The retail supply system will produce a MICAP report (B9(*)) transaction and build and process a due-in/due-out (DIT) transaction to link the existing due-in to the memo due-out. Additionally, the retail supply system will cancel the old due-out detail record without initiating a MICAP termination report. **NOTE:** If the asset contains ERRCD XD2 and budget code 8, the retail supply system will process a DIT transaction and write transaction history records. A type transaction phrase code (TTPC) 7Y history will be written in conjunction with the TTPC 50 history to change the

gaining organization exchange cost for the item. The original DIC/TRIC field on the 7Y history record will reflect ISU. A TTPC GY history will be written in conjunction with the TTPC5P history to credit the losing organization exchange cost. The original DI C/TRIC field on the GY history record will reflect TIN.

11C7.6. Memo Due-Out Exists. When cannibalization action is used to prevent a MICAP condition, and a memo customer backorder (due-out) exists, prepare a NOR input transaction (Format J) with action flag W and advice code Z. The retail supply system will change the MICAP memo due-out to non-MICAP, and delete the MICAP suspense record. See [Attachment 11C-8](#) for more information concerning NOR format J transaction processing. **NOTE:** When indicative data contained on a MICAP memo due-out must be changed or updated, process a NOR input transaction (Format J) with action flag X and advice code Q. See [Attachment 11C-8](#) for more information concerning NOR format J processing.

ATTACHMENT 11C-8

MICAP NOTIFICATION/STATUS (NOR) TRANSACTION

11C8.1. Purpose. To explain the processing and usage of the MICAP notification/status (NOR) transaction. The NOR transaction is used to initiate MICAP report (B9M) transactions for MICAP incidents, changes, cannibalization actions, transfers, and make internal corrections that are not processed automatically by the retail supply system. The NOR transaction is used to upgrade, downgrade, or change applicable MICAP due-in or due-out detail records in the retail supply system. **NOTE:** When NOR transactions are successfully processed, retail supply system transaction history records are created and stored. Only the NOR Transaction should be used to modify MICAP requisitions and/or due-outs.

11C8.2. MICAP Action Date and Time. The MICAP action date and time elements are required on MICAP notification (NOR) input transactions and output MICAP report (B9M) transactions as described in [Attachment 11C-3](#). The MICAP action date is the actual date and time that base maintenance determined a MICAP condition occurred--not the date and time the MICAP transactions or reports were prepared and processed by the Mission Support section. For example, if an item was cannibalized from an aircraft on Saturday morning at 0200, and the cannibalization (NOR) transaction was not processed until the following Monday, the correct action date would be Saturday, and the action time would be 0200 or hour code C. Another example concerns MICAP delete code 9 cancellations. If a corrected MICAP report is to be resubmitted, the action date and time should be the date and time of the original MICAP occurrence--not when the MICAP cancellation was processed. This will ensure that erroneous MICAP hours are backed out of D165B. See [volume 1, part 1, chapter 2](#) for more information.

11C8.3. Input Restrictions. RPS/main system or MICAP terminal.

11C8.4. Output. See MICAP report (B9M) transaction in [Attachment 11C-3](#).

11C8.5. Input Format and Entry Requirements. The NOR input transaction format and processing procedures are as follows:

11C8.5.1. Format A - NOR Input Transactions. Used for preparing replies to AFMC interrogations, as outlined in [Attachment 11C-9](#).

11C8.5.1.1. Input restrictions. RPS/main system or terminal.

11C8.5.1.2. Output. See MICAP Report (B9M) Transaction in [Attachment 11C-3](#).

11C8.5.1.3. Input format and entry requirements: Screens: NORA/417 and NORA1/103.

Table 11C8.1. NOR - Format A Input Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	Mandatory/Constant NOR
4-6	3	Source of Supply	Mandatory/Note 1
7 1		Blank	
8-22 15		Stock Number	Mandatory
23-24 2		System Designator	Mandatory

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
25-29 5		Quantity	Mandatory
30-43	14	Requisition Number	Mandatory/Note 2
44 1		Action Flag	Mandatory/Note 3
45-47 3		SRD	Mandatory/Note 4
48 1		Hour Code	Mandatory/Note 5
49	1	Delete Code	Mandatory/Note 6
50-51 2		UJC	Mandatory/Note 7
52-55 4		Action Date	Mandatory/Note 8
56-59 4		Blank	
60-61	2	Work Unit Code	Mandatory/Note 9
62-63	2	Command Code	Mandatory/Note 10
64-66 3		Blank	
67-69 3		Organization Code	Mandatory
70	1	Advice Code	Mandatory/Note 11
71-78 8		Serial Number	Mandatory/Note 12
79	1	Cause Code	Mandatory/Note 13
80	1	TEX Code	Mandatory/Constant Y

NOTES:

1. Source of Supply (positions 4-6).
2. Requisition Number (positions 30-43). This must not be loaded.
3. Action Flag (position 44). Enter E (stop) or T (transfer).
4. Standard Reporting Designator (positions 23-24) . The entry must be loaded in the base MICAP standard equate designator SRD record and be an AFMC MICAP reportable SRD.
5. This field (position 48) must contain a valid hour code ([Attachment 11C-5](#)).
6. This field (position 49) must contain a valid delete code ([Attachment 11C-5](#)).
7. This field (positions 50-51) must contain a MICAP UJC (section 1 1B,[Attachment 11B-7](#)).
8. Action Date (positions 52-55). This field must contain a Julian date.
9. Work Unit Code (positions 60-61). Use ZZ when the requesting type organization is A or B. This field may be blank for UJC 1F inputs.
10. Enter the two-position major command code(positions 62-63) of the owning organization. See [chapter 3](#) for codes.
11. This field (position 70) must be advice code F, L, or Z ([Attachment 11C-5](#)).
12. Serial Number (positions 71-78). When position 70 contains advice code L, positions 71-78 must contain the last eight positions of the change-to document number. When advice code F or Z is used, position 71 will be blank and positions 72-78 will contain the serial number. When entered for aircraft, the year followed by a five-position tail number will

be used. All others use the last seven characters of the serial number. Leave blank for action flag E.

13. This field (pos 79) must be a valid cause code ([Attachment 11C-2](#)).

11C8.5.2. NOR Input Transaction - Format B. Used when an existing due-in and due-out are to be upgraded from a non-MICAP condition to a MICAP reportable condition.

11C8.5.2.1. Input restrictions. RPS/main system or terminal.

11C8.5.2.2. Output. See MICAP Report (B9M) Transaction in [Attachment 11C-3](#).

11C8.5.2.3. Input format and entry requirements: Screen: NORB/418.

Table 11C8.2. NOR – Format B Entry Requirements.

POS	NO POS	FIELD DESIGNATIONS	REMARKS/NOTES
1-3	3	Transaction Identification Code	Mandatory/Constant NOR
4-7 4		Blank	
8-22 15		Stock Number	Optional entry
23-24 2		System Designator	
25-29 5		Blank	
30-43	14	Document Number	Mandatory/Note 1
44 1		Action Flag	Mandatory/Constant B
45-47 3		Blank	
48	1	Hour Code	Optional entry/Note 2
49 1		Blank	
50-51 2		UJC	Mandatory/Note 3
52-55 4		Action Date	Mandatory
56-59	4	Action Time	Optional entry/Note 2
60-67	8	Requisition Number	Note 4
68-69	2	Blank	
70	1	Advice Code	Mandatory/Constant R
71-80 10		Blank	

NOTES:

1. Enter the due-out document number (positions 30-43).
2. The hour code (pos 48) or action time (pos 56-59) must be entered. Both fields cannot be blank. See [Attachment 11C-5](#).
3. Urgency Justification Code (positions 50-51). This field must contain a MICAP UJC. See section 11B, [Attachment 11B-7](#).
4. Enter the DUE-IN Requisition Number when linking a DUE-IN to a MICAP DUE-OUT.

11C8.5.3. NOR Input Transaction - Format C. Used to change an existing MICAP condition to a new MICAP condition. Processing this input may result in upgrade action (PMCS to NMCS) or downgrade action (NMCS to PMCS), etc.

11C8.5.3.1. Input restrictions. RPS/main system or terminal.

11C8.5.3.2. Output. See MICAP Report (B9M) Transaction in [Attachment 11C-3](#).

11C8.5.3.3. Input format and entry requirements: Screen: NORC/419.

Table 11C8.3. NOR - Format C Entry Requirements.

POS	NO. POS.	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	Mandatory/Constant NOR
4-22 19		Blank	
23-24 2		System Designator	
25-29 5		Blank	
30-43	14	Document Number	Mandatory/Note 1
44 1		Action Flag	Mandatory/Constant C
45-47 3		Blank	
48	1	Hour Code	Optional entry/Note 2
49 1		Blank	
50-51 2		UJC	Mandatory/Note 3
52-55 4		Action Date	Mandatory
56-59	4	Action Time	Optional entry/Note 2
60-69 10		Blank	
70	1	Advice Code	Mandatory/Constant U
71-80 10		Blank	

NOTES:

1. Use the due-out document number (positions 30-43).
2. The hour code (position 48) or action time (positions 56-59) must be entered. Both fields cannot be blank. See [Attachment 11C-5](#) for more information.
3. This field (positions 50-51) must contain a MICAP UJC as described in [Attachment 11B-7](#).

11C8.5.4. NOR Input Transaction - Format D. Used to downgrade a MICAP due-in and due-out to a non-MICAP condition.

11C8.5.4.1. Input Restrictions. RPS/main system or terminal.

11C8.5.4.2. Output. See MICAP Report (B9M) Transaction in [Attachment 11C-3](#).

11C8.5.4.3. Input Format and Entry Requirements: Screen: NORD/420.

Table 11C8.4. NOR - Format D Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	Mandatory/Constant NOR
4-22 19		Blank	

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POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
23-24 2		System Designator	
25-29 5		Blank	
30-43	14	Document Number	Mandatory/Note 1
44 1		Action Flag	Mandatory/Constant E
45-47 3		SRD	Mandatory/Note 2
48	1	Hour Code	Optional entry/Note 3
49	1	Delete Code	Mandatory/Constant 9
50-51 2		UJC	Mandatory/Note 4
52-55 4		Action Date	Mandatory
56-59	4	Action Time	Optional entry/Note 3
60-61	2	Work Unit Code	Mandatory/Note 5
62-63	2	Command Code	Mandatory/Note 6
64-69 6		Blank	
70	1	Advice Code	Mandatory/Constant Z
71-80 10		Blank	

NOTES:

1. Use the due-out document number (positions 30-43).
2. Standard Record Designator (positions 45-47). This entry must be loaded in the base MICAP standard equate designator SRD record and be an AFMC MICAP reportable SRD.
3. The hour code (position 48) or action time (positions 56-59) must be entered. Both fields cannot be blank. See [Attachment 11C-5](#).
4. This field (positions 50-51) must contain a non-MICAP UJC.
5. Work Unit Code (positions 60-61). Use ZZ when the requesting type organization is A or B. This field may be blank for UJC 1F inputs.
6. Enter the two-position major command code (positions 62-63) of the owning organization. See [chapter 3](#) for codes.

11C8.5.5. NOR Input Transaction - Format E. Used to correct or change MICAP indicative data. Prepare a NOR transaction with advice code Q for required changes in: the standard reporting designator; serial number; command code; work unit code; action time/date; or hour code of a reported MICAP condition. **NOTE:** Processing a NOR Format E transaction will generate a MICAP report (B9M) transaction with advice code Q and a blank delete code.

11C8.5.5.1. Input restrictions. RPS/main system or terminal.

11C8.5.5.2. Output. See MICAP Report (B9M) Transaction in [Attachment 11C-3](#).

11C8.5.5.3. Input format and entry requirements: Screen: NORE/428.

Table 11C8.5. NOR - Format E Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	Mandatory/Constant NOR
4-6	3	Delivery Destination	Optional entry/Note 8
7-12	6	Supplementary Address	Optional entry/Note 8
13-14	2	Advice code	Optional entry/Note 8
15	1	FAD	Optional entry/Note 8
16-22	7	Blank	
23-24 2		System Designator	
25-29 5		Blank	
30-43	14	Document Number	Mandatory/Note 1
44 1		Action Flag	Mandatory/Constant C
45-47	3	SRD	Optional entry/Note 2
48	1	Hour Code	Optional entry/Note 3
49 1		Blank	
50-51	2	UJC	Mandatory /Note 4
52-55 4		Action Date	Mandatory
56-59	4	Action Time	Optional entry/Note 3
60-61	2	Work Unit Code	Optional entry/Note 5
62-63	2	Command Code	Optional entry/Note 6
64-66	3	Change-To SRD	Optional entry/Note 2
67-69	3	Change to Project Code	Optional entry code/Note 8
70	1	Advice Code	Mandatory/Constant Q
71 1		Blank	
72-78	7	Serial Number	Optional entry/Note 7
79-80 2		Blank	

NOTES:

1. Use the due-out document number (positions 30-43).
2. Standard Reporting Designator (positions 45-47). This entry must be loaded in the base MICAP standard equate designator SRD record and be an AFMC MICAP reportable SRD.
3. The hour code (position 48) or action time (positions 56-59) must be entered. Both fields cannot be blank when changing FIRM due out. For ME MO due out these fields will be blank. See [Attachment 11C-5](#).
4. This field (positions 50-51) must contain a valid MICAP UJC.
5. Work Unit Code (positions 60-61). Use ZZ when the requesting type organization is A or B. This field may be blank for UJC 1F inputs.
6. Enter the two-position major command code (positions 62-63) of the owning organization. See [chapter 3](#) for codes.

7. When UJC 1Y or JY, the serial number (positions 72-78) may be blank. When entered for aircraft, the year followed by a five-position tail number will be used. All others use the last seven characters of the serial number.
8. If no change is required leave this field blank. When the Supplementary Address and the project code are to be cleared,, place an '*' in the first position of the field. B9Ms are not produced for these input changes.

11C8.5.6. NOR Input Transaction - Format F. Used to report cannibalization actions taken to preclude a MICAP condition.

11C8.5.6.1. Input restrictions. RPS/main system or terminal.

11C8.5.6.2. Output. See MICAP Report (B9M) Transaction in [Attachment 11C-3](#).

11C8.5.6.3. Input format and entry requirements: Screen: NORF/421.

Table 11C8.6. NOR – Format F Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	Mandatory/Constant NOR
4-7 4		Blank	
8-22 15		Stock Number	Mandatory
23-24 2		System Designator	Mandatory
25-29 5		Quantity	Mandatory
30-43	14	Document Number	Mandatory/Note 1
44 1		Action Flag	Mandatory/Constant I
45-47 3		SRD	Mandatory/Note 2
48	1	Hour Code	Optional entry/Note 3
49	1	Delete Code	Mandatory/Constant 4
50-51 2		UJC	Mandatory/Note 4
52-55 4		Action Date	Mandatory
56-59	4	Action Time	Optional entry/Note 3
60-61	2	Work Unit Code	Mandatory/Note 5
62-63	2	Command Code	Mandatory/Note 6
64-69 6		Blank	
70	1	Advice Code	Mandatory/Constant Z
71 1		Blank	
72-78 7		Serial Number	Mandatory/Note 7
79 1		Blank	
80	1	TEX Code	Mandatory/Constant Y
81-83	3	IMDS CDB Originating Terminal ID	Note 8

NOTES:

1. Use the kill document number (positions 30-43).

2. Standard Record Designator (positions 45-47). This entry must be loaded in the base MICAP standard equate designator SRD record and be an AFMC MICAP reportable SRD.
3. The hour code (position 48) or action time (positions 56-59) must be entered. Both fields cannot be blank. See [Attachment 11C-5](#).
4. This field (positions 50-51) must contain a valid MICAP UJC (section 11B, [Attachment 11B-7](#)).
5. Work Unit Code (positions 60-61). Use ZZ when the requesting type organization is A or B. This field may be blank for UJC 1F inputs.
6. Enter the two-position major command code(positions 62-63) of the owning organization. See [chapter 3](#) for codes.
7. When the UJC is 1Y or JY, the serial number (pos 72-78) may be blank. When entered for aircraft, the year followed by a five-position tail number will be used. All others use the last seven characters of the serial number.
8. This field is not a required entry when the NOR transaction is processed from a supply terminal. The computer automatically assigns it when the NOR is processed from a IMDS CDB terminal.

11C8.5.7. NOR Input Transaction - Format G. Used to report cannibalization actions taken to satisfy a MICAP condition.

11C8.5.7.1. Input restrictions. RPS/main system or terminal.

11C8.5.7.2. Output. See MICAP Report (B9M) Transaction in [Attachment 11C-3](#).

11C8.5.7.3. Input format and entry requirements: Screen: NORG/422.

Table 11C8.7. NOR – Format G Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	Mandatory/Constant NOR
4-22 19		Blank	
23-24 2		System Designator	
25-29 5		Blank	
30-43	14	Document Number	Mandatory/Note 1
44 1		Action Flag	Mandatory/Constant E
45-47 3		Blank	
48	1	Hour Code	Optional entry/Note 2
49	1	Delete Code	Mandatory/Constant 8
50-51 2		UJC	Mandatory/Note 3
52-55 4		Action Date	Mandatory
56-59	4	Action Time	Optional entry/Note 2
60-69 10		Blank	
70	1	Advice Code	Mandatory/Constant Z
71 1		Blank	

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
72-78	7	Serial Number	Optional entry/Note 4
79-80 2		Blank	
81-83	3	IMDS CDB Originating Terminal ID	Note 5

NOTES:

1. Use the cannibalized due-out document number (positions 30-43). The due-out detail must be loaded with a MICAP UJC.
2. The hour code (position 48) or action time (positions 56-59) must be entered. Both fields cannot be blank. See [Attachment 11C-5](#).
3. This field (positions 50-51) must contain a non-MICAP UJC (section 11B, [Attachment 11B-7](#)).
4. When the UJC is 1Y or JY, the serial number (positions 72-78) may be blank. When entered for aircraft, the year followed by a five-position tail number will be used. All others use the last seven characters of the serial number. To terminate a MICAP condition by cannibalization and then transfer the existing due-out, enter the serial number of the non-MICAP requirement.
5. This field is not a required entry when the NOR transaction is processed from a supply terminal. The computer automatically assigns it when the NOR is processed from a IMDS CDB terminal.

11C8.5.8. NOR Input Transaction - Format H. To report cannibalization action taken to transfer a MICAP condition from one end-item to another.

11C8.5.8.1. Input Restrictions. RPS/main system or terminal.

11C8.5.8.2. Output. See MICAP Report (B9M) Transaction in [Attachment 11C-3](#).

11C8.5.8.3. Input format and entry requirements: Screen: NORH/423.

Table 11C8.8. NOR - Format H Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	Mandatory/Constant NOR
4-5 2		Blank	
6-7 2		System Designator	
8-22	15	Stock Number or change-to Document Number	Mandatory/Note 1
23-28	6	Job Control Number	Optional entry/Note 9
29 1		Blank	
30-43	14	Document Number	Mandatory/Note 2
44 1		Action Flag	Mandatory/Constant C
45-47 3		Blank	
48	1	Hour Code	Optional entry/Note 3
49	1	Delete Code	Mandatory/Constant 8

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
50-51	2	UJC	Optional entry/Note 4
52-55 4		Action Date	Mandatory
56-59	4	Action Time	Optional entry/Note 3
60-61	2	Work Unit Code	Optional entry/Note 5
62-63	2	Command Code	Optional entry/Note 6
64-66	3	Change-To SRD	Optional entry/Note 7
67-69 3		Blank	
70	1	Advice Code	Mandatory/Constant T
71 1		Blank	
72-78 7		Serial Number	Mandatory/Note 8
79 1		Blank	
80	1	TEX Code	Mandatory/Constant L
81-83	3	IMDS CDB Originating Terminal ID	Note 10

NOTES:

1. Enter the stock number beginning in position 8 or the change to due-out document number in positions 9-22.
2. Use the cannibalized due-out document number (positions 30-43).
3. The hour code (position 48) or action time (positions 56-59) must be entered. Both fields cannot be blank ([Attachment 11C-5](#)).
4. This field (positions 50-51) must contain a valid MICAP UJC as depicted in section 11B, [Attachment 11B-7](#).
5. Work Unit Code (positions 60-61). Use ZZ when the requesting type organization is A or B. This field may be blank for UJC 1F inputs.
6. Enter the two-position major command code (positions 62-63) of the owning organization. See [chapter 3](#) for codes.
7. The change-to SRD (positions 64-66) must be loaded in the base MICAP standard equate designator SRD record and be an AFMC MICAP reportable SRD.
8. When entered for aircraft, the year followed by a five-position tail number will be used. All others use the last seven characters of the serial number. This field must be unequal to the due-out serial number.
9. Enter new job control/work order number or blank when transferring MICAP condition from one end-item to another.
10. This field is not a required entry when the NOR transaction is processed from a supply terminal. The computer automatically assigns it when the NOR is processed from a IMDS CDB terminal.

11C8.5.9. NOR Input Transaction - Format I. Used to report cannibalization actions that occurred prior to the MICAP termination.

11C8.5.9.1. Input restrictions. RPS/main system or terminal.

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11C8.5.9.2. Output. See MICAP Report (B9M) Transaction in [Attachment 11C-3](#).

11C8.5.9.3. Input format and entry requirements: Screen: NORI/424.

Table 11C8.9. NOR - Format I Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	Mandatory/Constant NOR
4-6	3	Source of Supply	Mandatory/Note 1
7 1		Blank	
8-22 15		Stock Number	Mandatory
23-24 2		System Designator	Mandatory
25-29 5		Quantity	Mandatory
30-43	14	Document Number	Mandatory/Note 2
44 1		Action Flag	Mandatory/Constant I
45-47 3		SRD	Mandatory/Note 3
48 1		Hour Code	Mandatory/Note 4
49	1	Delete Code	Mandatory/Constant 8
50-51 2		UJC	Mandatory/Note 5
52-55 4		Action Date	Mandatory/Note 6
56-59	4	Action Time	Optional entry/Note 4
60-61	2	Work Unit Code	Mandatory/Note 7
62-63	2	Command Code	Mandatory/Note 8
64-66 3		Blank	
67-69	3	Organization Code	Mandatory/Note 9
70	1	Advice Code	Mandatory/Constant V
71 1		Blank	
72-78 7		Serial Number	Mandatory/Note 10
79	1	Cause Code	Mandatory/Note 11
80	1	TEX Code	Mandatory/Constant Y

NOTES:

1. Source of Supply (positions 4-6).
2. Document Number (positions 30-43). Use the requisition number.
3. Standard Record Designator (positions 45-47). This entry must be loaded in the base MICAP standard equate designator SRD record and be an AFMC MICAP reportable SRD.
4. The hour code (position 48) or action time (positions 56-59) must be entered. Both fields cannot be blank. See [Attachment 11C-5](#).
5. This field (positions 50-51) must contain a valid MICAP UJC (section 11B, [Attachment 11B-7](#)).
6. Action Date (pos 52-55). This field must contain a Julian date.

7. Work Unit Code (positions 60-61). Use ZZ when the requesting type organization is A or B. See [chapter 3](#) for codes.
8. Enter the two-position major command code (positions 62-63) of the owning organization. See [chapter 3](#) for codes.
9. Enter the organization code (positions 67-69) from the original due-out document number.
10. When entered for aircraft, the year followed by a five-position tail number will be used. All others use the last seven characters of the serial number.
11. Enter a valid cause code (pos 79). Cause code A may be used when the type stock record account is E or K. See [Attachment 11C-2](#).

11C8.5.10. NOR Input Transaction - Format J. Used to report cannibalization actions taken to preclude a MICAP condition, or to change/correct indicative data on memo due-out details with a MICAP UJC.

11C8.5.10.1. Input restrictions. RPS/main system or terminal.

11C8.5.10.2. Output. See MICAP Report (B9M) Transaction in [Attachment 11C-3](#).

11C8.5.10.3. Input format and entry requirements: Screen: NORJ/425.

Table 11C8.10. NOR - Format J Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	Mandatory/Constant NOR
4-7 4		Blank	
8-22	15	Stock Number	Optional entry/Note 1
23-24	2	System Designator	Optional entry/Note 1
25-29	5	Quantity	Optional entry/Note 1
30-43 14		Document Number	Mandatory
44 1		Action Flag	Mandatory/Note 2
45-47	3	SRD	Optional entry/Note 1
48-49 2		Blank	
50-51	2	UJC	Optional entry/Notes 1, 3
52-57	6	Job Control Number	Optional entry
58-59 2		Blank	
60-61	2	Work Unit Code	Optional entry/Note 1
62-63	2	Command Code	Optional entry/Note 1
64-66	3	Change-To SRD	Optional entry/Note 4
67-69 3		Blank	
70	1	Advice Code	Mandatory/Note 5
71 1		Blank	
72-78	7	Serial Number	Optional entry/Note 1
79-80 2		Blank	
81-83	3	IMDS CDB Originating Terminal ID	

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NOTES:

1. An entry in this field is mandatory when action flag W is used.
2. Action Flag (position 44). Use action flag W in conjunction with advice code Z to report cannibalization action. Use action flag X in conjunction with advice code Q to change/correct indicative data.
3. Urgency Justification Code (positions 50-51). Enter either a MICAP or non-MICAP UJC.
 - a. MICAP UJC - action flag W. Cannibalization action to prevent a MICAP condition.
 - b. MICAP UJC - action flag X. Change or correct indicative data. A MICAP report (B9M) transaction is created.
 - c. MICAP UJC - action flag W. This will change the UJC on the due-out detail and delete the MAPS (109) record.
 - d. Non-MICAP UJC - action flag X. Not authorized.
4. Change-To SRD (positions 64-66). This is a mandatory entry if the cannibalization action (action flag W) is against an SRD other than the one contained in the SRD field. If SRD is not to be changed, the change-to SRD must be left blank.
5. Advice Code (position 70). Use Q for indicative data change. Use Z for cannibalization action.

ATTACHMENT 11C-9

MICAP INTERROGATION/ERROR (B9(*)) TRANSACTION PROCESSING

11C9.1. Purpose. To explain processing procedures and transaction format for Base Interrogation/Error (B9*) transactions. The B9* interrogation/error transactions are produced by D165B MICAP reporting (D165B) system to indicate a mismatch of records has occurred or base MICAP reports contain error conditions. Processing B9* interrogation/error transactions in the retail supply system will produce MICAP reply (B9M) transactions.

11C9.2. B91 Interrogation Transactions. B91 interrogation transactions are produced by D165B to indicate a base MICAP requisition is located in the stock control (D035A) system and no corresponding MICAP report record is on file.

11C9.2.1. Valid Base MICAP Exists. When B91 interrogation transactions are received and a valid base MICAP exists, the retail supply system automatically generates duplicate MICAP report (B9M) transactions. **NOTE:** The retail supply system does not write transaction histories for B91 transactions.

11C9.2.2. Valid Base MICAP Does Not Exist. When B91 interrogation transactions are received and a valid base MICAP does not exist, a 260 Reject will occur. See [chapter 7](#) for more information concerning 260 rejects. The following responses are appropriate, depending on the situation:

11C9.2.2.1. MICAP Submitted in Error. If a MICAP requisition was submitted in error, downgrade or cancel the MICAP requisition in the retail supply system.

11C9.2.2.2. MICAP Condition Not Identified. If the requisition is on file in the retail supply system but not identified as MICAP, upgrade the requisition to MICAP reportable using an NOR input transaction - Format B. Use the requisition date from the B91 transaction document number as the action date in the NOR transaction input. See [Attachment 11C-8](#) for more information.

11C9.2.2.3. MICAP Not Established - Rejected. If the MICAP condition was not established due to rejected transactions, reprocess the issue (ISU) transaction with N in position 54 and TEX code 7 in position 51. This will create a memo backorder in the retail supply system. Next, process a special requisition (SPR) transaction using the same requisition number indicated on the B91 interrogation in positions 30-43 and the customer due-out document number in positions 67-80. These actions will establish the MICAP condition in the retail supply system and create an associated MICAP report (B9M) transaction. See [Section 11B](#) for more information concerning issue (ISU) transaction format and processing procedures. See [chapter 9](#) for more information concerning special requisition (SPR) transaction format and processing procedures.

11C9.2.2.4. Termination/Transfer Greater Than 90 days. If research indicates the MICAP either terminated or transferred more than 90 days ago, process an NOR – Format A input transaction. See [Attachment 11C-8](#) for more information concerning format A NOR transaction processing. Upon processing, the retail supply system will produce a duplicate MICAP report B9M (stop) transaction for the D165B system.

11C9.2.3. Input Destination. RPS/main system.

11C9.2.4. Output Format. See MICAP Report (B9M) Transaction in [Attachment 11C-3](#).

11C9.2.5. Input and Entry Requirements. None.

Table 11C9.1. B91 Interrogation Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Document Identifier Code	B91
4-6	3	From Routing Identifier Code	
7	1	Media and Status Code	
8-22 15		Stock Number	
23-24 2		Unit of Issue	
25-29 5		Quantity	
30-43 14		Document Number	
44 1		Suffix Code	
45-50 6		Supplementary Address	
51 1		Signal Code	
52-53 2		Fund Code	
54 1		Blank	
55-56 2		System Designator	
57-59 3		Project Code	
60-61 2		Priority Designator	
62-64	3	Required Delivery Date	
65-66 2		Advice Code	
67-69 3		Day Received	
70 1		Ownership Code	
71 1		Condition Code	
72 1		Management Code	
73 1		Blank	
74-76	3	From Routing Identifier Code	
77-79 3		Interrogation Date	
80 1		Blank	

11C9.3. B92 Interrogation Transactions. The B92 transaction is produced by the MICAP reporting (D165B) system to request current status of a MICAP condition when the source of supply is other than HQ AFMC, and one of the following conditions occurs: a MICAP start/stop (B9M) transaction is not received and status is received within MILSTRIP time frames; the estimated delivery data (EDD) has passed. Processing of the B93 transaction in the retail supply system will produce a MICAP status (B9Z) reply transaction.

11C9.3.1. Input Destination. RPS/main system.

11C9.3.2. Output. See MICAP Status Report (B9Z) Transaction in [Attachment 11C-3](#).

11C9.3.3. Input Format and Entry Requirements. None.

Table 11C9.2. B92 Interrogation Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Document Identifier Code	B92
4-6	3	From Routing Identifier Code	
7 1		MICAP Condition Code	
8-22 15		Stock Number	
23-25 3		Action Day	
26 1		Cause Code	
27-29 3		Source of Supply	
30-43 14		Document Number	
44 1		Hour Code	
45-47	3	Standard Reporting Designator	
48-51 4		Blank	
52-59	8	Processing Organization or Blank	
60-61 2		Command Code	
62-63	2	Work Unit Code	
64-66 3		Blank	
67-69 3		Day Received	
70 1		Advice Code	
71-78 8		Serial Number	
79-80 2		Quantity	

11C9.4. B93 Interrogation Transactions. B93 interrogation transactions are produced by D165B when a MICAP shipment has been confirmed as received, but no MICAP report (B9M) transaction for the termination has been received.

11C9.4.1. Valid MICAP Exists. When B92 or B93 interrogations are processed and valid MICAP details are on file in the retail supply system, a MICAP status report (B9Z) transaction is automatically created with advice code G. The B9Z transaction is produced for the activity identified in positions 4-6 of the B92 or B93 interrogation transaction.

11C9.4.2. Valid MICAP Does Not Exist. When B 92 or B93 interrogations are processed and no valid MICAP details are on file, a 260 Reject is produced. If the MICAP terminated (stopped) over 90 days ago, prepare and process an NOR-Format A transaction as outlined in [Attachment 11C-8](#). Processing of the NOR format A transaction will produce a duplicate MICAP report (B9M) stop transaction for the D165B system.

11C9.4.3. Purpose. To explain processing procedures and transaction format for the Base Interrogation (B93) transaction. The B93 transaction is produced by the MICAP reporting (D165B) system when a MICAP shipment has been confirmed as received, but no MICAP report (B9M) stop transaction has been received by the D165B system. Processing of the B93 transaction in the retail supply system will produce a MICAP status (B9Z) reply transaction.

11C9.4.4. Input Destination. RPS/main system.

11C9.4.5. Output. See [Table 11C9.5](#).

AFMAN 23-110 Volume 2**Part 2, Chapter 11****11C9.4.6. Input Format and Entry Requirements.****Table 11C9.3. B93 Interrogation Transaction Format.**

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Document Identifier Code	B93
4-6	3	From Routing Identifier Code	
7 1		Blank	
8-22 15		Stock Number	
23-24 2		Blank	
25-29 5		Quantity	
30-43 14		Document Number	
44 1		Suffix Code	
45-47	3	Day Received at the ALC	
48-50 3		Day Shipped	
51-53	3	Shipper Routing Identifier Code (BA Only)	
54-55 2		Shipping Status Code	Note
56-69	14	Transportation Control Number	Note
70 1		Split Code	Note
71 1		Mode Code	Note
72 1		Hold Code	Note
73-80 8		Blank	Note

NOTES:

When the shipping status code contains 'BV', the following format applies:

Table 11C9.4. Format for Shipping Status Codes Containing 'BV'.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
56-63	8	Bill of Lading Data	
64-66 3		Blank	
67-70	4	Amended Shipping Instruction or Purchase Request Number	
71 1		Mode Code	
72-80 9		Blank	

11C9.5. B94 Error Transactions. B94 error transactions are used to interrogate and correct invalid MICAP data and produce corrected MICAP report transactions. The errorcode (position 68) on each B94 error transaction identifies the error condition. See [Attachment 11C-10](#) for a list and explanation of error codes. When invalid data cannot be corrected automatically by the retail supply system, a 288 reject will be produced and the invalid data will be identified on the reject. Correct the invalid data on the B94 error transaction and reprocess. See [chapter 7](#) for more information concerning 288 rejects.

11C9.5.1. No Valid MICAP Exists. When B94 error transactions are processed, and MICAP details are not on file, an I124 management notice (error exception) is produced. See [chapter 7](#) for more information and processing instructions concerning I124 management notices. Corrective action includes research and verification of the requisition number cited in positions 30-43. Additionally, if the advice code in position 70 equals L, verify the document number in positions 71-78. If either of the document numbers are in error, correct and reprocess the B94 error transaction. If the document numbers are correct, no further action is required.

11C9.5.2. Manual Error Correction. When the retail supply system cannot automatically correct invalid data, Mission Support will receive an I123 management notice (research required). If the error cannot be corrected by Mission Support personnel, the initiator of the reject must be contacted to determine the invalid condition. If the invalid conditions have been corrected, a MICAP report (B9M) transaction must be manually prepared and sent to the initiator. See [chapter 7](#) for more information.

11C9.5.3. Purpose. To explain processing procedures and transaction format for the MICAP Error (B94) transaction. The B94 transaction is produced by the MICAP reporting (D165B) system to identify errors on base MICAP report (B9M) transactions. Transaction error codes, identifying the reason for the error, are listed in [Attachment 11C-10](#). To assist in correcting errors, [Attachment 11C-11](#) lists retail supply system edits for each data field on the B94 error transaction.

11C9.5.4. Input Destination. RPS/Main

11C9.5.5. Output. See MICAP Report (B9M) Transaction in [Attachment 11C-3](#).

11C9.5.6. Output Format.

Table 11C9.5. B94 (Error) Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Document Identifier Code	B94
4-6	3	From Routing Identifier Code	
7 1		MICAP Condition Code	
8-22 15		Stock Number	
23-25 3		Action Day	
26 1		Cause Code	
27-29 3		Source of Supply	
30-43 14		Document Number	
44 1		Hour Code	
45-47	3	Standard Reporting Designator	
48-51 4		Blank	
52-59	8	Processing Organization	Blank on AFMC Report
60-61 2		Command Code	
62-63	2	Work Unit Code	
64-66 3		Change-to SRD	
67 1		Delete Code	
68 1		Error Code	See Attachment 11C-10

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POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
69 1		Budget Code	
70 1		Advice Code	
71-78 8		Serial Number	
79-80 2		Quantity	

11C9.6. B9Z - MICAP Status Report Transaction. The B9Z transaction is output by the retail supply system to provide the MICAP reporting (D165B) system open MICAP incident status. The B9Z transaction is produced by the retail supply system in response to B92 or B93 interrogation transactions. Additionally, the B9Z transaction is generated when updated status is received for MICAP requisitions from non-AFMC sources of supply.

11C9.6.1. Input Destination. RPS/main system.

11C9.6.2. Output Format. See [Table 11C9.5.](#)

11C9.6.3. Input and Entry Restrictions. None.

Table 11C9.6. B9Z Status Report Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Document Identifier Code	B9Z
4-6	3	To Routing Identifier Code	
7 1		Blank	
8-22 15		Stock Number	
23-25 3		Action Day	
26 1		Blank	
27-29 3		Source of Supply	
30-43 14		Document Number	
44 1		Blank	
45-47	3	Standard Reporting Designator	
48-59 12		Blank	
60-61 2		Command Code	
62-63 2		Blank	
64	1	Mode of Shipment Code	
65-67	3	Estimated Shipment Date/or Shipment Date	
68-69	2	Supply Status Code	
70 1		Advice Code	Note
71-78 8		Blank	
79-80 2		Quantity	

NOTE: Advice Code (pos 70). Advice code G will be assigned if the B9Z transaction is created from B92 or B93 interrogation transactions. Advice code S will be assigned if created from status processing.

ATTACHMENT 11C-10

MICAP ERROR CODES

11C10.1. Purpose. To describe error conditions received on MICAP error (B94) transactions. MICAP error codes appear in position 68 of the B94 transaction.

11C10.2. MICAP Error Code Descriptions.

Table 11C10.1. MICAP Error Codes and Descriptions.

ERROR DESCRIPTION	ERROR CODES
Document Number	A
Standard Reporting Designator	B
Serial Number	C
Action Year	D
MICAP Condition Code	E
FSC/MMC F	
Stock Number	G
Action Day	H
Cause Code	J
Source of Supply	K
Hour Code	L
Processing Organization	M
Command Code	N
Work Unit Code	P
Deletion Code	Q
Budget Code	R
Advice Code	S
Quantity T	
Multi-Error Z	

ATTACHMENT 11C-11

RETAIL SUPPLY SYSTEM MICAP DATA EDITS

11C11.1. Purpose. To explain basic edits performed by the retail supply system on MICAP incident data. MICAP notification (NOR) or MICAP report (B9M) transactions containing invalid or erroneous data create a 288 reject. See [chapter 7](#) for more information. The 288 reject will identify the invalid data field as indicated below.

11C11.2. Retail Supply System Program Edits.

Table 11C11.1. Retail Supply System MICAP Data Edits.

DATA FIELD	EDITS
Source of Supply	Must be a valid source of supply and have a routing identifier record loaded.
MICAP Condition Code	Must be valid as listed in UJC/condition code table in Attachment 11B-7 .
Stock Number	Cannot be blank for NOR formats A, F, or J (action flag W).
System Designator	Cannot be blank for NOR formats A, F, or J (action flag W).
Quantity	Must be valid and cannot be blank on NOR formats A, F, I, or J (action flag W).
Document Number	Must be a due-out document number for NOR formats B, C, D, E, F, G, H or J. Must be a due-in document number NOR formats A or I.
Action Flag	Must be B for start, C for change, E for stop, I for incidents, T for transfer. Must be W for cannibalization NOR format J, X correct/change indicative data NOR format J, and must have a compatible advice code in position 70 and delete code in position 49.
Standard Reporting Designator	Must be loaded in the base MICAP standard reporting designator SRD record and must be MICAP reportable.
Hour Code	Must be valid when used. Cannot be blank in NOR format A. See action time below.
Delete Code	Must be valid code and must be compatible with advice code and/or action flag for NOR inputs.
Urgency Justification Code	NOR format B must have a MICAP UJC on the input and the due-out detail must have a non-MICAP UJC. NOR format D and G must have a non-MICAP UJC in the input and the due-out detail UJC must be a MICAP UJC. All other inputs must be a MICAP UJC. The MICAP UJC must be compatible with commodity as listed in UJC/condition code table listed in Attachment 11B-7 .
Action Date	Cannot be blank in NOR formats A or I. When used, it must be equal to or greater than the original MICAP requisition date and equal to or less than the current retail supply system generated requisition date.
Action Time	This field may be blank when position 48 of NOR input contains a valid hour code. When hour code in position 48 of NOR input is blank and MICAP action time is unequal to the 1100 system processing time, this field should contain the MICAP action time.
Work Unit Code Line	May be two alpha or numeric characters. May be blank when UJC is 1F. Must be entered for NOR formats A, B, F, or I. May be corrected on due-out details by processing NOR format E.

DATA FIELD	EDITS
Command Code	Must be a valid command code as listed in chapter 3 . Must be entered in NOR formats A, B, F, or I. NOTE: The following command codes are invalid for MICAP reporting purposes: ON, OV, 4W, and all numeric except position 44.
Change-To SRD	Must be loaded in the base MICAP SRD record and be MICAP reportable.
Requesting Organization Code	Must be entered in NOR formats A and I. OCCR must be loaded in the retail supply system.
Organization Identification	Must be valid alpha/numeric.
Advice Code	Must be a valid advice code. Must be compatible with delete code and/or action flag when input is NOR.
Serial Number	Must be alpha/numeric characters. This field must contain the date and serial number of change-to document number when advice code is L. Must be entered for NOR formats, A, B, F, H, and I. Must be unequal to due-out serial number for NOR format H. NOTE: May be blank when UJC is 1Y or JY.
Cause Code	Must be a valid code. Must be entered in NOR formats A and I. Cause code A may be used if type stock record account is E or K and the input is NOT advice code A, W, R, or Z with delete code 4.
Transaction Exception Code	NOR format A and NOR format I must contain TEX code Y. When used, a MICAP due-in and due-out detail cannot be loaded.
Error Code	B94 inputs must contain a valid error code.

ATTACHMENT 11C-12

MICAP TRANSIENT AIRCRAFT SUPPORT PROCEDURES

11C12.1. Purpose. To explain the procedures associated with processing and reporting MICAP actions for transient aircraft. **NOTE:** Each MAJCOM has the option of supplementing the following procedures.

11C12.2. Air Mobility Command (AMC) and Air Force Special Operations Command (AFSOC) Transient Aircraft. For AMC aircraft, the theater AMC LRC will help the LRS/accountable locate assets for lateral shipments to satisfy MICAP requirements. For AFSOC aircraft, the AFSOC LRC will assist to locate assets for lateral shipment to satisfy the MICAP requirements. Information will be furnished by Mission Support, who will provide requisition data (stock number, unit of issue, quantity) and an offline requisition number to the LRC. Item indicative data such as nomenclature, part number, technical order reference, and complete aircraft identification will also be provided. The applicable LRC will conduct theater lateral support searches to satisfy transient aircraft MICAP requirements.

11C12.2.1. No Available Lateral Assets. If the item is not available from theater resources, the local LRS/supply activity will generate an off-base requisition to the source of supply. For AFSOC aircraft, the AFSOC LRC will generate a requisition to the source of supply.

11C12.2.2. Due-In-From-Maintenance (DIFM) Asset Processing. Normal DIFM procedures will be used. Exception: the applicable LRC will advise Mission Support where to force ship the reparable asset and how to return the serviceable asset. For example, force shipment of the reparable asset to home station for repair, move the asset through normal transportation channels, or return with transient aircraft.

11C12.3. Non-AMC and AFSOC Transient Aircraft. For aircraft other than AMC and AFSOC, local management must decide which source of supply is most advantageous to satisfy transient aircraft MICAP conditions.

11C12.3.1. Home Station Available Assets. If home station support is selected and assets are available, the transient base will establish a MICAP due-out (TEX code 7, demand code N) linked to the due-in from home base. Upon receipt and due-out release (DOR) of the asset, the reparable (unserviceable) asset, if applicable, will be turned in to the transient LRS/supply activity who will force shipment of the reparable item to the home base. Unserviceable assets returned to home station with the transient aircraft must be processed in the same manner as other base reparable items.

11C12.3.2. No Home Station Assets. If home station support is not a viable option, use the procedures for AMC and AFSOC transient aircraft above.

11C12.4. Home Base Maintenance Team. If a maintenance team is dispatched from home station to repair a transient aircraft, assets will be issued directly to the home station maintenance activity. Additionally, reparable assets will be managed under DIFM procedures. A unique DIFM location code and DIFM status code "AXC" will be assigned to the DIFM detail to indicate the asset is at a transient location. The dispatched maintenance team will be responsible for transporting assets to the transient base. The maintenance team will also be responsible to return reparable assets to the home station to clear applicable DIFM details.

11C12.5. Transient Locations without Supply Accounts - Home Base Aircraft. If assets to satisfy MICAP conditions for a transient aircraft are required at a location that does not contain an Air Force stock record account number (SRAN), and a home base maintenance team will not be dispatched, issue the required assets at the home base to the home base maintenance activity. For reparable assets, normal DIFM controls will be applied. Maintenance personnel will process maintenance-to-maintenance shipment procedures to ship the assets to the activity that will repair the aircraft. Home station maintenance personnel will ensure that reparable (unserviceable) assets are returned to home station either with the aircraft or through transportation channels to clear any DIFM detail records.

11C12.6. Transient Locations without Supply Accounts - Non-Home Base Aircraft. If assets to satisfy MICAP conditions for a transient aircraft (non-home station) are required at a location where no Air Force SRAN, and a home base maintenance team will not be dispatched, Operations Support may designate a section/element to prepare lateral support shipment documents. The shipment documents will authorize shipment of the required assets to the aircraft commander where the aircraft is located. The home station of the transient aircraft will become accountable for the shipped assets. The shipment documents will contain instructions in the remarks block advising the aircraft commander: 1) the reparable items should be returned to the home station of the aircraft; and 2) the aircraft commander should contact home base maintenance to pickup the reparable items.

11C12.6.1. Transfer of Asset Accountability. To transfer asset accountability, the Operations Support Flight at the shipping base will also mail a set of all shipping documents to the home station of the aircraft Repair Cycle Support section. When the home station receives the shipment documents, issue documents will be prepared for each item. The issue and shipping documents will be cross-referenced and processed in the retail supply system. Two copies of each issue document and one copy of the receiving document will be forwarded to base maintenance Production Control pending return of the aircraft. Production Control will ensure reparable items are picked up when the aircraft returns and the items are processed through base maintenance using normal DIFM procedures.

11C12.6.2. Consumable Items. When the asset is a consumable (ERRCD XB3) item, the above procedures apply, except an asset will not be returned.

ATTACHMENT 11C-13

MICAP PROCEDURES FOR LOCAL MANUFACTURE ITEMS

11C13.1. Purpose. To explain the procedures used to satisfy MICAP conditions using local manufacture items.

11C13.2. General. Local manufacture items contain routing identifier code (RIC) JBD. When locally manufactured items are required to satisfy a MICAP condition, Customer Service will process the initial customer request as fill or kill. See [Section 11B](#) for more information concerning fill or kill issue request processing. If the customer issue request kills, the issue request will be passed to Mission Support for appropriate action. Through the verification process, Mission Support personnel will determine if bits and pieces required to manufacture the item locally are available from base resources.

11C13.3. Parts Available. If the bits and pieces required to manufacture the item locally are available, Mission Support will confirm the killed request for the end-item and reprocess the issue request using the appropriate MICAP UJC. See [Attachment 11B-7](#) for a list of appropriate MICAP UJCs. This action will generate a MICAP report (B9M) transaction for D165B to report the MICAP condition during the manufacturing period.

11C13.4. Parts Not Available. If the bits and pieces required to manufacture the item locally are not available, both the killed end-item and the bits and pieces required for manufacture will be backordered using the appropriate MICAP UJC.

11C13.5. Completion of Process. When the required bits and pieces are received, they will be released to the appropriate shop for local manufacture of the item. The MICAP customer backorder for the locally manufactured end-item will remain on backorder until the end-item is manufactured and received by Supply for due-out release action.

ATTACHMENT 11C-14

GENERAL AWP PROCESSING PROCEDURES

11C14.1. Purpose. This attachment contains general AWP processing procedures for requesting repair parts, mark-for field requirements, serviceability requirements, retail supply system associated detail records, and reporting AWP changes.

11C14.2. AWP Responsibilities. The LRS/supply activity and Maintenance have the following responsibilities:

11C14.2.1. The Repairable Processing Center (RPC) will:

11C14.2.1.1. Convert requested part numbers to valid stock numbers when required publications are available.

11C14.2.1.2. Place customer demands on the retail supply system for repair parts (MAJCOM option).

11C14.2.1.3. Store the end-item until all bits and pieces have been received (MAJCOM option).

11C14.2.2. Customer Request for Repair Parts. Organizational requests for bits and pieces to repair unserviceable end-items in the maintenance repair cycle will be prepared as specified in [Attachment 11B-11](#). Use either urgency justification code (UJC) AR or BR, as appropriate.

11C14.2.3. DIFM Detail Record Status Updates. Close coordination is required between Maintenance and Supply to ensure that DIFM update (DFM) transactions are processed as required to update the D23/NGV905 when the status of the DIFM end-item changes. See [chapter 10](#) for more information concerning the DFM transaction. See [chapter 5](#), [attachment 5B-23](#) for more information concerning the D23 program. **NOTE:** Maintenance organizations must ensure that the correct AWP delivery destination is entered in the organization record (OCCR) when AWP repair parts are to be delivered directly to maintenance shop holding areas.

11C14.3. Retail Supply System AWP Processing. Depending upon the transaction exception code (TEX) used, AWP customer backorder processing will be as follows for UJC AR/BR. Bases submit AWP requisitions for repair parts on a “fill or backorder” basis. See [volume 1, part 1, chapter 25](#). The retail supply system will automatically assign project code “AWP” to the due-in detail record and generate a corresponding requisition A0(*) output transaction with AWP in the project code field, and requisition advice code 6L (AFMC-managed). See [chapter 9, section 9B](#) for more information concerning the requisition project code and advice code fields. **NOTE:** Repair Cycle Support or the AWP monitor, in conjunction with Maintenance, will decide the proper action required when unsatisfactory supply status is received for parts to repair repair cycle items containing ERRCD XF3.

11C14.3.1. Mark-For Field Edits. If the customer issue (ISU) input transaction contains a blank TEX code, or any TEX code except 4, 6, E or Y, then the input mark-for field, positions 67-80, must contain a DIFM or authorized/in-use detail record document number. If the detail record cannot be located, the retail supply system will reject the issue request. If the DIFM quantity is greater than one, or if more than one DIFM detail record is located for the stock number in the retail supply system (such as one firm and one memo detail), then the TEX code must be 4 (fill or kill). Once killed, firm customer backorder (due-out) records will be established for the repair parts, and DIFM status (AWP) assigned to the end-item DIFM detail record.

11C14.3.1.1. When the customer issue request contains TEX E, the mark-for field, positions 67-80, must be structured as specified in [Attachment 11B-10](#). For example, the end-item serial number must be entered in pos 67-73, the standard reporting designator (SRD) in positions 74-76, the work unit code (WUC) in positions 77-78, and the command code in positions 79-80.

11C14.3.1.2. When the customer issue request contains TEX code 4, 6, or V, the mark-for field is not edited by the retail supply system because customer backorder (due-out) records are not created. Additionally, the SRD must be entered in the project code field, positions 57-59.

11C14.3.2. Memo Due-Out Processing. When the decision is made to firm up an existing AWP memo due-out, the applicable advice code and AWP project code must be entered in the special requisition (SPR) transaction. **NOTE:** The advice code cannot be modified if left blank. Therefore, only the project code can be modified using a due-in/due-out update (DIT) transaction. See chapter 9, [section 9E](#) for more information concerning DIT transaction processing.

11C14.3.3. DIFM Status Code Assignment. The retail supply system normally assigns AWP status codes on DIFM detail records. The following DIFM status codes will be assigned as a result of AWP processing:

11C14.3.3.1. When the first bit and piece AWP due-out is established, status code “AWP” will be assigned to the end-item DIFM detail record.

11C14.3.3.2. When the second bit and piece AWP due-out is established, status code AWP will be changed to “02P” on the end-item DIFM detail record by the retail supply system. When the third bit and piece due-out is established, status code 02P will be increased to 03P, etc.

11C14.3.3.3. As bit and piece AWP due-outs due-out release (DOR), cancel (DOC), etc., the DIFM status code will be decreased by the retail supply system from 03P to 02P; from 02P to AWP; etc., on the end-item DIFM detail record.

11C14.3.3.4. When the last bit and piece AWP due-out is released or canceled, the retail supply system will automatically change the DIFM status code from AWP to “FWP” on the end-item DIFM detail record. Additionally, the DIFM advice code and transaction date will be blanked.

11C14.4. AWP Validation Listing (D19) Processing. The GLSC AWP monitor reviews Part I of the D19, AWP Validation Listing, to ensure a linked due-in exists for each AWP due-out, shipment status or realistic estimated delivery dates, and additional or special action follow-ups as required. **NOTE:** The applicable GLSC may define specific limited actions for the AWP monitor to perform such as lateral support or preparation and processing of follow-up transactions. See chapter 5, [attachment 5B-19](#) for D19 processing procedures and output formats. Lateral support is authorized for AWP requirements only if it will resolve the AWP condition for the end item.

11C14.5. Returning Assets to Serviceable Condition. Both Supply and Maintenance must closely monitor AWP end-items to ensure that assets are returned to serviceable condition as soon as possible. As appropriate, cannibalization action, local purchase of bit and piece parts, supply difficulty letters, manual follow-ups, and lateral support should all be utilized when appropriate. See the AWP checklist in [Attachment 11C-15](#) for a list of actions that should be taken.

11C14.6. AWP Hold Times. AWP hold times for items not centrally managed by AFMC or other DOD agencies will be determined by the base. When establishing local AWP hold times, consider the availability of parts, sources of repair, pipeline times, etc. Items not centrally managed normally include items

coded for local procurement, and items procured locally under HQ AFMC contracts for commercial type aircraft.

ATTACHMENT 11C-15

AWP CHECKLIST

11C15.1. Purpose. To describe and explain the usage of the Awaiting Parts (AWP) checklist.

11C15.2. Use of AWP Checklists. The use of an AWP checklist to assist in requesting parts and monitoring active AWP requisitions is mandatory. The checklist should be used for requesting parts and monitoring active AWP requisitions. The MAJCOM and local LRS Commander may supplement it.

11C15.3. AWP Checklist.

Table 11C15.1. LRS AWP Checklist.

1. Has the accountable officer appointed primary and alternate AWP monitors in writing?
2. Has the accountable officer notified maintenance squadrons who the Wing/Base Monitors are?
3. Have all AWP monitors attended supply block IID (Repair Cycle Training) within 30 days of assuming duties?
4. Is the AWP monitor trained and certified in AWP management core tasks?
5. Is it documented in their career field education and training plan (CFETP)?
6. Do Wing/Base AWP monitors use meetings, forums, or other methods to train and assist unit AWP monitors in managing their programs?
7. Is there a MAJCOM and or local supplement to this checklist?
8. Are Post-Post procedures in place for managing AWP items when the retail supply system is inoperable? (chapter 32)
9. Are AWP responsibilities outlined in attachment 11C-14 followed?
10. Are requests for bits and pieces needed to repair unserviceable DIFM items prepared using UJC AR/BR?
11. Does CC 67-80 of the issue request contain a valid DIFM detail record document number?
12. If the requisition is for a part number, is the part number source coded? Does the part number cross-reference to an NSN?
13. Has research been completed to identify substitutes, interchangeable, or next higher assemblies?
14. Are assets in POS/MRSP/IRSP/CRSP used to satisfy AWP requirements?
15. When processing a SPR to firm up a memo due out, are requisitions coded with the correct advice code, RDD and project code?
16. Are initial requisitions for end-item AWP bit and piece requirements submitted to the wholesale supply source first?
17. Is maintenance contacted to determine proper action when unsatisfactory supply status is received for parts to repair ERRCD XF3 items?
18. Are AWP bits and pieces upgraded to MICAP when the repair of the end-item would satisfy a MICAP condition, and the end-item is not MICAP?
19. Has lateral support been requested when applicable?
20. If lateral support is unsuccessful, attempt to cross-cannibalize parts to make as many serviceable assets as possible.
21. Are bits and pieces sourced worldwide for possible lateral support? (part 8)
22. Consider locally purchasing/using Government-Wide Purchase Card (GPC) for selected problem items. Before attempting a local purchase, ensure you have complied with the provisions contained in chapter 9 , and AFI 21-123, AFREP, and GPC guidelines.

23. If all of the above efforts have been made, has a command supply assistance request message been sent to MAJ-COM detailing all actions taken to satisfy the requirements? Does the message include the number of units AWP, and how many MICAPs have resulted due to the AWP.
24. Is part 1 of the D19 (or locally developed program) reviewed for the following: See Chapter 5, Attachment 5B-19.
24.1. Is there a positive due-in for each due-out?
24.2. If maintenance decides to retain the AWP bit/piece on the end-item, is DIFM status code DWO (UJC AR/BR retained on system) loaded to the AWP detail? (Chapter 10)
24.3. Is valid status loaded for all due-ins?
25. When the decision is made to cancel parts on order for an end-item, is the AWP manager advising maintenance to turn in the item for evacuation (NRTS 4)?
26. Is TWP status loaded to bits and pieces in-transit to off-base activities when delivery will take more than 2 days?
27. Are items maintained in TWP for a maximum of 10 days?

NOTE: This checklist is not all-inclusive. It should be used in conjunction with locally devised checklists. AFMAN 23-110 is the applicable reference unless otherwise noted.

Table 11C15.2. AFGSLC/AFSPC LSC AWP Checklist

1. Are assets in POS/MRSP/IRSP/CRSP used to satisfy AWP requirements?
2. When processing a SPR to firm up a memo due out, are requisitions coded with the correct advice code, RDD and project code?
3. Are initial requisitions for end-item AWP bit and piece requirements submitted to the wholesale supply source first?
4. Has lateral support been requested when applicable?
5. Are bits and pieces sourced worldwide for possible lateral support? (part 8)
6. Have TRIC/DIC AFC follow-ups or upgrades been initiated? If not, contact Stock Control for necessary processing actions.
7. Are Supply Assistance requests submitted to the SOS when notes in EMALL or SMART are outdated or lacking critical information?

NOTES:

This checklist is not all-inclusive. It should be used in conjunction with any locally devised checklists. AFMAN 23-110 is the applicable reference unless otherwise noted.

ATTACHMENT 11C-16

SPECIAL AWP PROCESSING PROCEDURES

11C16.1. Purpose. To describe special procedures concerning retail supply system processing and management of Awaiting Parts (AWP) customer backorders.

11C16.2. AWP Repair Cycle Item. When a repair cycle item (ERRCD XF/XD) is required to repair an unserviceable end-item, process the customer issue request with urgency justification code (UJC) AR or BR. The issue request must contain the AWP end-item DIFM detail document number in positions 67-80. If other repair bits and pieces are on order for the unserviceable end-item when maintenance receives the ordered repair cycle item, the maintenance shop scheduler will initiate action to load DIFM status code "DWP" on the DIFM detail record of the item received using a DIFM status update (DFM) transaction. DWP status indicates the item received is a component of another repair cycle item in AWP status. The specific time periods for maintaining items in DWP status are the same as those required for items in AWP status. See [chapter 10](#) for more information concerning the loading of DWP status on the DIFM detail record using the DFM transaction input.

11C16.3. AWP Bit and Piece. If the bits and pieces received are required for an off-base activity and extended periods of time (greater than 2 days) are required for delivery to the requester, the DIFM detail record for the AWP end-item will be coded "TWP." TWP status indicates bits and pieces required for repair are currently in-transit. The specific time period for maintaining an item in TWP status is 10 calendar days plus the AWP days.

11C16.4. AWP Requisition Status and Cancellation Codes. The retail supply system will generate a 421 reject (input must be coded with TEX 9, P, or R) when CB (quantity not available) requisition status is received for an AWP requisition, and the status (AE1) transaction does not contain transaction exception code (TEX) 9 or R in position 51. See [chapter 9](#) for more information concerning CB status code processing. See [chapter 7](#) for more information concerning 421 reject.

11C16.4.1. TEX 9. TEX 9 indicates both the due-in and due-out detail records should both be canceled. If the input TEX (position 51) equals 9, the retail supply system will internally create and process a customer due-out cancellation (DOC) transaction with maintenance action taken code (ATC) B and TEX 9. **NOTE:** The cancellation of due-in and due-out detail records will not reduce the cumulative recurring demand (CRD) for the repair parts cancelled because the end-item has been coded lack of parts (NRTS 4). See [Attachment 11C-29](#) for more information concerning the due-out cancellation (DOC) transaction input.

11C16.4.2. TEX R. TEX R indicates the due-in detail record should be canceled and a new requisition with a new requisition document number should be created for the canceled quantity.

11C16.4.3. Assignment of TEX 9 or R. Assignment of TEX 9 or R on AWP requisition cancellations will be jointly determined by Maintenance and Supply.

11C16.4.3.1. The fourth line on the 421 Reject indicates the applicable customer due-out so that the AWP manager can readily identify the requester.

11C16.4.3.2. If the joint decision is to cancel both the due-in and due-out detail records, the AWP manager will advise Maintenance to turn the AWP end-item in to the LRS/supply activity for

evacuation (maintenance action taken code 4). See [chapter 10](#) for more information and processing instructions.

11C16.4.3.3. The AWP manager will enter TEX 9 in position 51 of the requisition status (AE1) transaction and reprocess the transaction to cancel the due-in and due-out detail records. See [chapter 9](#) for more information concerning requisition status processing.

11C16.5. Storing AWP End-Items in Maintenance Shops. Each MAJCOM has the option of storing AWP end-items in the main tenance shops. The establishment, location, and maintenance of AWP suspense files will also be determined by the MAJCOM. The LRS/accountable officer is responsible for: 1) requisitioning, 2) lateral support, 3) follow-up, 4) monitoring status. LRS/maintenance is responsible for evacuating reparable end-items. If the AWP end-item is stored in maintenance shops, the shops will request all bits and pieces from the applicable Customer Service function with the appropriate urgency justification code (AR/BR) and the end-item DIFM detail document number. A copy of the AWP Validation Listing (D19) will be provided to each shop storing AWP end-items for the management, monitoring, and processing of AWP end-items. See [chapter 5](#) for more information concerning the D19 program.

11C16.6. Cross-Cannibalization. Both Supply and maintenance shop managers are responsible for reviewing the D19 report to determine if cross-cannibalization is possible. Cross-cannibalization of serviceable bits and pieces from one AWP end-item to another may serve to repair one or more AWP end-items. When cross-cannibalization is possible, the maintenance shop is responsible for providing the Supply AWP manager with the end-item DIFM document number(s) and the bits and pieces involved. This joint responsibility concerning cross-cannibalization ensures the retail supply system contains a record of cannibalization actions and the most updated status for each DIFM.

11C16.7. AWP Evacuation Procedures. Evacuation of AWP items may be requested by the base to the end article item manager and/or directed by AFMC as part of the AWP reporting process as described below.

11C16.7.1. Base Level Request for Evacuation. Supply and maintenance functions must expend special effort to obtain AWP repair parts and perform authorized maintenance to preclude returning AWP end-items to the depot. Base-level AWP managers have the authority to evacuate unserviceable AWP end-items for lack of parts (NRTS 4), only after aggressive actions have been taken to secure the shop replacement unit (SRU) or bit and piece parts required for repair. Disposition instructions must be received from the depot item manager before AWP end-items are evacuated. The request for AWP end-item evacuation will include the current condition of the end-item and any available status of the repair parts. NOTE: Non-expendable equipment items, such as hydraulic test stands, will not be evacuated (NRTS 4) unless they have been reported to, and approved by the applicable item manager.

11C16.7.1.1. Maintenance Responsibilities. When disposition instructions are furnished, route the reparable item to the maintenance shop for preparation for turn-in. The maintenance shop will enter "NRTS 4" in column D of the AFTO Form 349 and in block 20 of the AFTO Form 350. A maintenance shop inspector or a production scheduler will stamp or sign block 15 of the AFTO Form 350. Forward the AFTO Form 349 for maintenance data collection processing, and turn in to Supply or return to bench stock all unused bits and pieces. When the AWP monitor determines that bits and pieces have no base consumption or forecasted demand, install in, package with, or attach them to the item for return to Supply.

11C16.7.1.2. Supply Responsibilities. The AWP monitor will cancel due-outs for bits and pieces not received. If an unserviceable end-item has been in AWP status for 60 days, and the LRS requests evacuation the GLSC AWP monitor will contact the item manager responsible for the bits and pieces or SRUs on order to repair the unserviceable item. If delivery of the bits and pieces or SRUs cannot be guaranteed within 30 days, the GLSC AWP monitor will contact the end-item manager and request disposition instructions. **NOTE:** When ERRCD XD(*) end-items are evacuated to the depot under the above procedures, the base will lose the exchange price.

11C16.7.2. AFMC Directed Evacuation. Regional repair bases (for example, CRFs and Primary Supply Points) will be exempt from AFMC directed evacuation because their repair need is based on multiple base locations not just the asset position at the regional repair base. MAJCOMs will supplement this portion of the manual to indicate bases that will be partially or totally exempt from this process because they function as a regional repair base. **NOTE:** Exemption does not mean that AFMC will not respond to AWP reporting, exemption means that XE8 disposition directions from AFMC can always be denied. Also normal processing would apply to those accounts identified as exempt to include credit determination.

11C16.7.2.1. When an XE8 is received with AWP disposition code 2 (evacuate) or 3 (dispose), the disposition code will be stored in the Disposition Response Code field (second position of the FILLER-2) of the appropriate DIFM detail. These details will be listed on the DIFM-AWP Disposition Report (D41/NGV887). The D41 will be made available to the Flight Service Center (FSC) and maintenance for daily review.

11C16.7.2.2. The FSC and GLSC AWP monitor will review the D41 on a daily basis. The FSC will notify maintenance to turn-in the AWP end-item(s) listed on the D41 with disposition code 2 or 3. Maintenance will be directed to cease all attempts to repair the asset and turn the asset in within one workday. Maintenance will be advised that credit will not be allowed for items on the list with disposition code 2 or 3 (regardless of serviceability because the item is excess to the base/AF needs) so these items should be evacuated or disposed of as directed. Any remaining bit and piece due-outs should be cancelled. **NOTE:** When the XE8 is initially received an I115 MGT will be produced and output to function number 059 (Repair Cycle) or if function number 059 is not loaded the I115 MGT notice will output to function number 444 (RPS). The I115 MGT notice can be used to provide advance notice to maintenance that an AWP end item must be evacuated.

11C16.7.2.3. Maintenance will use Action Taken Code 8 (bench checked--return to depot facility by direction of system manager or item manager) on the unserviceable turn-in resulting from AWP disposition code 2. Items with AWP disposition code 3 will be sent to DRMO.

11C16.7.2.4. Condition Code F will normally be used on the unserviceable turn-in, however, condition code G is authorized if the AWP end-item being evacuated is missing components. A complete list of items missing (stock number, quantity, ERRCD, and nomenclature) will be annotated on the reverse side of the condition tag or on a separate list securely attached to the condition tag. When condition code G is used, the FSC (or supply turn-in point) must validate that any ERRCD XF/XD items listed as missing were previously evacuated (as indicated by the presence of a credit DIFM detail). This is to ensure that these component items are not removed and retained prior to turn-in of the end item.

11C16.7.2.5. When evacuation or disposal is directed, Maintenance is authorized to evacuate or dispose of an item in the same Interchange and Substitution group (ISG) as the item on the D41. However, any item being turned-in for disposal (disposition response code 3) must also be in

AWP condition and in the same or less preferred subgroup in the ISG. For example, if the directed evacuation/disposal is received on an item in subgroup AB, then any other AWP item in the same (AB) or lesser (AA) subgroup can be turned-in for disposal, but items in subgroup AC and higher can not be turned in to satisfy the disposal direction. Items turned in for evacuation (disposition response code 2) must also be in AWP condition but the subgroup restriction does not apply (that is, any item in the ISG even more preferred subgroups, can be evacuated to comply with the evacuation directive). NOTE: When a different item (than the specific one directed) is evacuated/disposed of, additional actions are necessary to ensure the AFMC database is updated correctly. In this situation, an XE9 denial must be submitted on the original evacuation/disposition request. This will ensure that the appropriate suspense record in the AFMC database is updated. The actual evacuation/disposition action on the other item will also generate a XE7 deletion report to remove its record from the AFMC database.

11C16.7.2.6. FSC (and all turn-in points) will check all serviceable turn-ins against the D41 and if the document number is listed with disposition code 2 or 3 then credit will be denied. Use credit code N in position 52 of the turn-in to deny credit.

11C16.7.2.7. Once the disposition is determined, FSC will input an XE9 with the appropriate response (D, S, or E) code. See Table 11C17.3. for response code definitions.

ATTACHMENT 11C-17

AWP REPORT (XE7/XE8/XE9/XEX) TRANSACTION PROCESSING

11C17.1. Purpose. To explain processing procedures and transaction formats for AWP report (XE7/XE8/XE9/XEX) transactions. AWP component part requirements and due-in-from-maintenance (DIFM) status are reported to the HQ AFMC stock control system (SCS) as follows:

11C17.2. AWP Report (XE7) Transaction Processing. An AWP report (XE7) transaction will be produced for all AWP component parts (UJC AR/BR) when items are backordered, due-out released, or cancelled. See XE7 transaction format in [Table 11C17.1](#). Each XE7 report transaction is created with action code A, D, or N. Action code A identifies an initial report (creation) of an AR/BR due-out. Action code D identifies an AR/BR due-out that is no longer loaded as a result of due-out release (DOR) or cancellation (DOC). Action code N identifies a negative report of AWP data (203-DIFM detail not loaded) in response to an XEX, AWP interrogation. See [Table 11C17.1](#) for XE7 transaction action codes. The XE7 transaction is used to provide HQ AFMC current status of base AWP incidents.

Table 11C17.1. AWP Report (XE7) Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Document Identifier Code	XE7
4-6	3	End-Item Routing Identifier	
7	1	Action Code	A, D and N - Note 1
8-22	15	End-Item National Stock Number	Note 2
23-36 14		End-Item Document Number	Note 2
37-41	5	End-Item Quantity	Note 2
42-44	3	Current DIFM status code	Note 2
45-48	4	Reporting Base SRAN	Note 3
49-63	15	Component National Stock Number	Note 4
65-72 8		Date/Time of report	
73-80	8	Component Requisition Number	Reserved For Future Use

NOTES:

1. The Action Codes are as follows:
 - a. A = Add
 - b. D = Delete
 - c. N = Negative response
2. The following are derived from the end-item DIFM detail record:
 - a. End-Item NSN
 - b. End-Item Document Number
 - c. End-Item Quantity
 - d. Current DIFM Status Code

3. The reporting base SRAN is derived from the 001 Base Constants Record.
4. The XE7 transaction will provide HQ AFMC the end-item document number for linking component part(s) to a specific AWP end-item.

11C17.3. AWP Receipt Acknowledgement (XE8) Transaction Processing. The XE8 transaction is used to verify whether a DIFM asset (end-item) should be held until disposition instructions are received, shipped to a depot facility, or disposed of at a DRMO location. In response to an AWP report (XE7) transaction, HQ AFMC may produce a AWP Receipt Acknowledgement (XE8) transaction. See XE8 transaction format in **Table 11C17.2.** When processed, the retail supply system determines if a valid AWP requirement exists. If an AWP DIFM detail record is located, the retail supply system stores the XE8 transaction disposition code in the DIFM detail record response code field (second position of the FILLER-2). The disposition codes are: (1) hold DIFM asset; (2) evacuate (ship) DIFM asset; and (3) dispose of DIFM asset. If the disposition code is 2 or 3, an I115 management notice (disposition code change) will be created. See **chapter 7** for more information concerning processing of I115 management notices. If an AWP DIFM detail is not loaded for the end-item DIFM detail document number, the retail supply system will create an AWP report (XE7) transaction with action code D. As a result of processing XE8 receipt acknowledgement transactions, the retail supply system will create and store a transaction history record with TTPC 2U.

11C17.3.1. Input Restrictions. Terminal or RPS/main system.

11C17.3.2. Input Format and Entry Requirements. RPS main console.

Table 11C17.2. AWP Receipt Acknowledgement (XE8) Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Document Identifier Code	XE8
4-6	3	Routing Identifier	(Reporting Base)
7	1	Disposition Code	Note
8-22	15	End-Item Stock Number	
23-36 14		End-Item Document Number	
37-41 5		End-Item Quantity	
42-76 35		Blank	
77-80 4		Transaction Julian Date	

NOTE.

1. Disposition Codes are as follows:
 - a. 1 = Hold DIFM Asset
 - b. 2 = Evacuate DIFM Asset
 - c. 3 = Dispose of DIFM Asset

11C17.4. AWP Disposition Response (XE9) Transaction Processing. The XE9 transaction is used to provide notification to HQ AFMC that an AWP end-item was not held, evacuated, or disposed of per instructions. When an AWP receipt acknowledgement (XE8) transaction is received, process an AWP disposition response (XE9) transaction (Screen #224) to provide notification that the AWP end-item was either NRTS, not shipped or disposed of (denied), or disposed of per HQ AFMC or item manager instruc-

tions. See XE9 transaction format in [Table 11C17.3](#). To confirm the AWP end-item cannot be NRTS or disposed of (denied), process the XE9 transaction with response code D. To confirm disposal action, process the XE9 transaction with response code S. To confirm evacuation/shipment (NRTS) action, process the XE9 transaction with response code E. If the DIFM detail is not loaded for the input document number a 260 reject will be created. As a result of processing XE8 transaction, an XE9 transaction will be created and a transaction history record containing TTPC 3Z stored. **NOTE:** An XE9 transaction will not be generated for AWP DIFM detail records containing disposition response code “1” (hold).

11C17.4.1. Input Restrictions. Terminal or RPS/main system.

11C17.4.2. Output. AWP Disposition Response (XE9) Transaction.

11C17.4.3. Input Format and Entry Requirements. Screen XE9/#224.

Table 11C17.3. AWP Disposition Response (XE9) Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Document Identifier Code	XE9
4-6 3		Blank	
7 1		Response Code	Note
8-22 15		Stock Number	
23-36 14		End-Item Document Number	
37-80 44		Blank	

NOTE.

1. The following response codes apply:
 - a. Response Code D = used to decline return or disposal (deny) of the asset.
 - b. Response Code S = used to confirm disposal of the asset.
 - c. Response Code E = used to confirm evacuation/shipment (NRTS) of the asset.

11C17.5. AWP Interrogation (XEX) Transaction Processing. The XEX transaction is used to provide a method for HQ AFMC to interrogate the retail supply system on AWP items by end-item stock number only, or end-item stock number and DIFM document number. **NOTE:** A negative response will be created if the end-item DIFM document number is not loaded. Process an AWP Interrogation (XEX) transaction with action code “I” to allow HQ AFMC to interrogate AWP assets by end-item stock number only or end-item stock number and document number. See XEX transaction format in [Table 11C17.4](#). If the end-item DIFM detail document number is blank on the XEX transaction, the corresponding item record of the stock number will be scanned for DIFM detail records. If a DIFM detail is found for the stock number, the action code will be stored in the DIFM detail record FILLER-2 field. If the DIFM detail record is not loaded for the XEX end-item DIFM detail record, or no DIFM details exist for the input stock number, an AWP report (XE7) transaction will be created with action code N.

11C17.5.1. Input Restrictions. Terminal or RPS/main system.

11C17.5.2. Input Format and Entry Requirements. RPS main console.

Table 11C17.4. AWP Disposition Response (XEX) Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Document Identifier Code	XEX
4-6	3	End-Item Routing Identifier Code	Base currently holding asset.
7	1	Action Code	Constant I
8-22	15	End-Item Stock Number	
23-36 14		End-Item Document Number	
37-66 30		Blank	
67-69	3	From Routing Identifier Code	
70-76	7	Blank	
77-80 4		Transaction Julian Date	YDDD

ATTACHMENT 11C-18

AWP START/STOP (B9A/B9B) TRANSACTION

11C18.1. Purpose. To explain processing and transaction format for base AWP start/stop (B9A/B9B) transactions. AWP start/stop transactions are used to report base AWP incidents to the MICAP/AWP reporting (D165B) system. AWP start/stop transactions are produced by the retail supply system whenever an AWP: requisition (A0(*)); due-out cancellation (DOC); priority change (DIT); or due-out release (DOR) action occurs. **NOTE:** The B9A transaction is produced for urgency justification code (UJC) AR requirements. The B9B transaction is produced for UJC BR requirements.

11C18.2. Output Destination. RPS/main system.

11C18.3. Input. None.

11C18.4. Output Format.

Table 11C18.1. AWP Start/Stop (B9A/B9B) Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Document Identifier Code	B9A/B9B
4-6	3	Routing Identifier Code	Note 1
7	1	Delete Code or Blank	Note 2
8-22 15		Stock Number	
23-25 3		Action Start Date	
26 1		Cause Code	
27-29	3	Source of Supply	Note 3
30-43 14		Document Number	
44	1	Bench Stock Indicator/Blank	Constant B
45-47 3		End-Item SRD	
48-61 14		End-Item Document Number	
62-63	2	Work Unit Code	Note 4
64-65 2		Action Year	
66 1		Blank	
67-68	2	Major Command Code	
69 1		Budget Code	
70-77 8		End-Item NIIN	
78-79 2		Quantity	Note 5
80 1		Action Code	Note 6

NOTES:

1. Routing Identifier (positions 4-6). This field will contain FHZ for all D165B reporting except routing identifiers F17, F28, FFX, or FWD.

2. Delete Code (pos 7). This field contains the delete code for AWP stop transactions, (see [Attachment 11C-5](#)). For AWP start transactions, this field is blank.
3. Source of Supply (positions 27-29). Enter the routing identifier of the requested stock number.
4. Work Unit Code (positions 62-63). If the workunit code is blank, a constant ZZ will be assigned.
5. Quantity (positions 78-79). When the quantity is 100 or greater, a constant 99 will be assigned.
6. Action Code (position 80). The field will contain action code A for AWP start report or D for AWP stop report.

ATTACHMENT 11C-19

AWP ERROR (B96), RECONCILIATION (B97), AND STATUS REPORT (B9Y) TRANSACTIONS

11C19.1. Purpose. To explain processing and transaction format of AWP error (B96), AWP reconciliation (B97), and AWP status report (B9Y) transactions.

11C19.2. AWP Error (B96) Transaction. The AWP error (B96) transaction is produced by HQ AFMC to notify the retail supply system of errors in AWP data contained on AWP start/stop (B9A/B9B) transactions. Incorrect data is identified by the AWP error code in position 68. AWP error codes are listed in [Table 11C19.2.](#)

11C19.2.1. Output Destination. RPS/main system.

11C19.2.2. Input. See AWP Report (B9A/B9B) Transaction in [Attachment 11C-18.](#)

11C19.2.3. Output Format. See [Table 11C19.1.](#)

Table 11C19.1. AWP Error/Exception (B96) Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Document Identifier Code	B96
4-6	3	FROM Routing Identifier Code	
7 1		Blank	
8-22 15		Stock Number	
23-25 3		Action Date	
26 1		Cause Code	
27-29 3		Source of Supply	
30-43 14		Document Number	
44 1		Bench Stock Flag	
45-47 3		End-Item SRD	
48-61 14		End-Item Document Number	
62-63	2	Work Unit Code	
64-65	2	Major Command Code	
66 1		Blank	
67 1		Delete Code	
68 1		Error Code	Note 1
69 1		Budget Code	
70 1		Action Code	Note 2
71-78 8		End-Item NIIN	
79-80 2		Quantity	

NOTES:

1. AWP error codes (position 68) are listed in [Table 11C19.2.](#)

2. Action Code (position 70).
 - a. Action code A indicates the interrogation is a result of an error in the B9A/B9B start report.
 - b. Action code D indicates the interrogation is a result of an error in the B9A/B9B stop report.

Table 11C19.2. AWP Error Codes.

ERROR DESCRIPTION	ERROR CODES
Document Number	A
Standard Reporting Designator	B
AFMC Flag	C
Stock Number	G
Cause Code	J
Source of Supply	K
Command Code	N
Delete Code	Q
Budget Code	R
Action Code	S
Quantity T	
End-Item Document Number	V
End-Item NIIN	W
Multiple Errors	Z

11C19.3. AWP Reconciliation (B97) Transaction. The AWP reconciliation (B97) transaction is produced by HQ AFMC to request AWP reconciliation action with the retail supply system. The B97 transaction is also used to notify the retail supply system an AWP start/stop (B9A/B9B) stop transaction has been received without a corresponding start transaction on file.

11C19.3.1. Input Restrictions. RPS/main system.

11C19.3.2. Output. See AWP Start/Stop (B9A/B9B) transaction in [Attachment 11C-18](#).

Input Format and Entry Requirements.

Table 11C19.3. AWP Reconciliation (B97) Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Document Identifier Code	B97
4-6	3	FROM Routing Identifier Code	
7 1		Blank	
8-22 15		Stock Number	
23-25 3		Action Day	
26-29 4		Blank	
30-43 14		Requisition Number	

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POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
44-47 4		Blank	
48-61 14		End-Item Document Number	
62-77 16		Blank	
78-79 2		Quantity	
80 1		Action Code	Note 1

NOTES:

1. Action codes (position 80) are assigned as follows:
 - a. Action Code D - indicates this is an AFMC interrogation. An AWP stop (B9A/B) report has been received in the AWP reporting system, and no start report is on file. The output will be an AWP start report.
 - b. Action Code R - indicates this is a request for reconciliation. If the AWP incident is still open, the output will be an AWP status (B9Y) transaction. If the AWP incident is closed, the output will be an AWP stop transaction with action code D.

11C19.4. AWP Status Report (B9Y) Transaction. The AWP status report (B9Y) transaction is used to reply to HQ AFMC AWP interrogation (B97) transactions by indicating current status of base AWP incidents in the retail supply system.

11C19.4.1. Output Destination. RPS/main system.

11C19.4.2. Input. None.

11C19.4.3. Output Format.

Table 11C19.4. AWP Status Report (B9Y) Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Document Identifier Code	B9Y
4-6	3	TO Routing Identifier Code	
7 1		Blank	
8-22 15		Stock Number	
23-25 3		Action Date	
26 1		Blank	
27-29 3		Source of Supply	
30-43 14		Document Number	
44 1		Blank	
45-47 3		End-Item SRD	
48-61 14		End-Item Document Number	
62-63 2		Command Code	
64-66	3	Estimated Ship Date	
67-68	2	Supply Status Code	

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
69	1	Mode of Shipment Code	
70 1		Advice Code	Note
71-78 8		End-Item NIIN	
79-80 2		Quantity	

NOTE: Advice code G will be assigned if created from TRIC B97 input. Advice code S will be assigned if created from retail supply system status program processing.

ATTACHMENT 11C-20

AWP ERROR/RECONCILIATION (B96/B97) PROCESSING INSTRUCTIONS

11C20.1. Purpose. To provide additional information and processing procedures for AWP error (B96) and AWP reconciliation (B97) transactions. This attachment also describes examples of different error conditions concerning AWP reporting.

11C20.2. AWP Error (B96) and AWP Reconciliation (B97) Transaction Processing. AWP error and reconciliation transactions are received from HQ AFMC and processed in the retail supply system without manual intervention. Processing of AWP error and reconciliation transactions in the retail supply system will produce either an appropriate reply transaction, I-series management notice, or a 260 reject. Additionally, the following internal actions occur:

11C20.2.1. AWP Error (B96) Transaction Processing. The AWP error (B96) transaction is generated by HQ AFMC to indicate an error has been detected on AWP start/stop (B9A/B9B) transactions. The B96 transaction contains an error code in position 68 ([Attachment 11C-19](#)). The retail supply system will automatically correct invalid or erroneous data when possible, and produce a corrected AWP start/stop (B9A/B9B) transaction. See [Attachment 11C-18](#) for more information concerning AWP start/stop transactions.

11C20.2.1.1. MICAP/AWP suspense detail on file. If corresponding AWP due-in and due-out detail records are not on file, the retail supply system will use the MICAP/AWP suspense (Y-detail) record to automatically reply to the error condition if possible. If the error condition cannot be corrected automatically, an I123 management notice will be produced. See [chapter 7](#) for more information and processing instructions.

11C20.2.1.2. No details on file. If corresponding AWP due in, due-out, or MICAP suspense details are not on file, a 260 reject will be produced. See [chapter 7](#) for more information and processing instructions.

11C20.2.2. AWP reconciliation (B97) transaction processing. The AWP reconciliation (B97) transaction is generated by HQ AFMC to request reconciliation between base and HQ AFMC records. The B97 is also used to notify the retail supply system that an AWP (B9A/B9B) stop transaction has been received without a corresponding start transaction. If the action code in position 80 equals D, the retail supply system will produce an AWP (B9A/B9B) start transaction (if AWP due-in, due-out, or suspense (Y-detail) records are on file). If none of these records exist, a 260 reject will be produced. See [chapter 7](#) for more information and processing instructions. If the action code equals R, the retail supply system will produce a AWP status reply (B9Y) transaction when only AWP due-in and/or due-out detail records are on file. If corresponding AWP records do not exist, an AWP (B9A/B9B) stop transaction will be produced.

ATTACHMENT 11C-21

TYPE CUSTOMER BACKORDER (DUE-OUT) TABLE

11C21.1. Purpose. To describe the different types of customer backorders established in the retail supply system.

Table 11C21.1. Type Customer Backorder.

TYPE	DESCRIPTION
1	MICAP backorder linked to due-in received
2	JCS/OSD project code 9(*) (*) backorder (TEX 0)
3	Due-outs will release in order of oldest date within the last position of the UJC
4	Single item AWP backorder
5	AMC off-shore requirement backorder
6	AMC Urgency of Need Designator equal to B(*) not off-shore backorder
7	MRSP and IRSP backorder will release in order of 024 priority

ATTACHMENT 11C-22

RETAIL SUPPLY SYSTEM ORDER OF RELEASE SEQUENCE TABLE

11C22.1. Purpose. To describe the sequence of release for due-out release (DOR) transaction processing. The retail supply system material release sequence is designed to ensure the most urgent customer backorder is filled when serviceable assets become available. The type customer backorder table in [Attachment 11C-21](#) provides a description of each type backorder.

Table 11C22.1. Retail Supply System Order of Release Table.

UJC(s)	FAD	TYPE CUSTOMER BACKORDER	RELEASE ORDER
MICAP A	ny	1	1
IA/JA 1		2	2
IA//JA 1		3	3
IA/J(*)Except JA	1	2	4
IA/J(*)Except JA	1	3	5
A(*) 1		2	6
AR 1		4	7
A(*) 1		3	8
IA/ JA	2	2	9
IA//JA 2		3	10
IA/J(*)Except JA	2	2	11
IA/J(*)Except JA	2	3	12
A(*) 2		2	13
AR 2		4	14
A(*) 2		3	15
IA/JA 3		2	16
IA/JA 3		3	17
IA/J(*)Except JA	3	2	18
IA/J(*)Except JA	3	3	19
A(*) 3		2	20
AR 3		4	21
A(*) 3		3	22
B(*) 1		2	23
BR 1		4	24
B(*) 1		3	25
B(*) 2		2	26
BR 2		4	27
B(*) 2		3	28
B(*) 3		2	29
BR 3		4	30

UJC(s)	FAD	TYPE CUSTOMER BACKORDER	RELEASE ORDER
B(*) 3		3	31
IA/JA 4		2	32
IA/JA 4		3	33
IA/J(*) Except JA	4	2	34
IA/J(*) Except JA	4	3	35
A(*) 4		2	36
AR 4		4	37
A(*) 4		3	38
IA/JA 5		2	39
IA//JA 5		3	40
IA/J(*) Except JA	5	2	41
IA/J(*) Except JA	5	3	42
A(*) 5		2	43
AR 5		4	44
A(*) 5		3	45
B(*) 4		2	46
BR 4		4	47
B(*) 4		3	48
B(*) 5		2	49
BR 5		4	50
B(*) 5		3	51
B(*) A1	pha	2	52
B(*) A1	pha	3	53
B(*) A1	pha	5	54
B(*) A1	pha	6	55
N/A N/A		7	56
C(*) 1		2	57
C(*) 1		3	58
C(*) 2		2	59
C(*) 2		3	60
C(*) 3		2	61
C(*) 3		3	62
C(*) 4		2	63
C(*) 4		3	64
C(*) 5		2	65
C(*) 5		3	66
N/A N/A		8	67

ATTACHMENT 11C-23

CUSTOMER DUE-OUT-RELEASE (DOR) PROCEDURES

11C23.1. Purpose. To explain procedures used for automatic and forced (manual) customer due-out release processing.

11C23.2. Automatic Customer Due-Out Release Process. The retail supply system automatically releases serviceable assets to established customer backorders (due-outs) when receipt, turn-in, stock number merge/change, I&SG add/change, condition/identity change, or inventory adjustment actions increase the item record serviceable balance. Automatic due-out release processing continues until all available serviceable assets are depleted or no other customer backorders exist. Available assets include all serviceable assets on the item record or compatible item records within the interchangeable and substitute group (I&SG). **NOTE:** Customer backorders containing TEX 1, 8, H, U, X, or period (.) do not automatically release available assets to customers. See chapter 3, [attachment 3A-8](#) for TEX definitions and processing instructions.

11C23.3. Manual Prevention of Automatic Due-Out Release. If management desires, the following transaction exception (TEX) codes may be used to prevent automatic due-out release of assets to satisfy customer backorders.

11C23.3.1. TEX Code by Transaction Processing Effects. If the backorder release (DOR) transaction contains TEX 3 or 6, or the receipt (REC) transaction TEX equals 2, 6, or Y, or the turn-in (TIN) transaction contains TEX B, D, 2, or 4, automatic due-out release is prevented. **NOTE:** If a local purchase (routing identifier JB(*)) item is received and the DOR transaction contains TEX 3, the linked customer backorder is released first. Any additional assets will release to any other customer backorder requirements second.

11C23.3.2. TEX Code T. If the customer backorder contains TEX T, and the stock number backordered is different from the received stock number, automatic due-out release is prevented.

11C23.4. Sequence of Due-Out Release. The sequence of release is based upon the force activity designator (FAD), urgency justification code (UJC), project code, type of requirement, (TEX code 0 due-outs), and document number date. See [Attachment 11C-22](#) for retail supply system asset sequence of release methodology. Exception: AMC Offshore Customer Backorders. AMC offshore customer backorders are released in a unique sequence after all other UNDB due-outs. Normal sequence of release (as described above) does not apply. See [Attachment 11B-14](#) and [Attachment 11B-15](#) for document flow and distribution instructions for the DD Form 1348-1A, due-out release (DOR) output document.

11C23.5. Forced (Manual) Due Out Release (DOR) of Serviceable Assets. Serviceable assets can be manually (forced) released to a specific customer backorder by processing of any of the following transactions:

11C23.5.1. Due-out release (DOR) transaction containing TEX 3 in position 51, and the due-out document number in positions 30-43.

11C23.5.2. Turn-in (TIN) transaction containing TEX B, D, 2, 4 in position 51, and the due-out document number in positions 67-80. See chapter 13, [attachment 13B-1](#) for more information and transaction format.

11C23.5.3. Receipt (REC) transaction containing TEX 2, 6, or Y in position 51, and the due-out document number in positions 60-73. See [chapter 10](#), [attachment 10B-2](#) for more information and transaction format.

11C23.6. Optional Force DOR Method. Enter TEX 8 in position 51 of the receipt (REC) or turn-in (TIN) transaction and process through the retail supply system. Enter the terminal function number in positions 52-53 of the input transaction to direct the DD Form 1348-1A, output DOR document, to a specific terminal. Exceptions are as follows:

11C23.6.1. Automatic Release. With automatic release, only the specific due-out being forced released prints at the terminal indicated in positions 52-53. Any other release documents are printed at the appropriate warehouse terminal function.

11C23.6.2. Satellite Terminals. Due-out release transactions for satellite system designators, input at the host base, may only indicate the receiving terminal of the satellite function in positions 52-53 of the input transaction. The retail supply system ignores all other function numbers.

11C23.6.3. Output Document. Process the output DD Form 1348-1A due-out release (DOR) output document as specified in [Attachment 11B-15](#).

11C23.7. Due-Out Release of Substitute Assets. Upon receipt of a suitable item substitute, the retail supply system automatically releases customer due-outs against the stock number received if possible. See [chapter 27](#), [section 27I](#) for more information concerning suitable item substitutes.

11C23.7.1. One-Way Interchangeable Flag. When the item record one-way interchangeable flag is a Y, the retail supply system edits the I&SG source code. Assets will only due-out release automatically when the 101-ISG-SOURCE code on the received item is equal to or greater than the 101-ISG-SOURCE code on the requested item.

11C23.7.2. Different Units of Issue. When the substitute item unit of issue is different than the unit of issue for the requested item, the retail supply system automatically converts (if possible) the requested item due-out quantity and releases the property issued. All remaining customer due-outs for the stock number received, the stock number requested, and master and interchangeable items will also release. **NOTE:** This procedure does not apply to due-out activity code S, W, M, U, or F, and those due-outs containing TEX T. When a substitute item is being forced released for a due-out with a different unit of issue and the unit of issue cannot be converted, the retail supply system produces an I032 management notice (unit of issue not convertible). The I032 management notice displays the due-out document number that could not be released in positions 30-43 of line 2. Additionally, all due-out details for the received item and I&SG are printed. See [chapter 7](#) for more information and processing instructions for the I032 management notice.

11C23.8. Due-Out Release Delivery Times. The LRS is not required to deliver materiel to off-base activities. However, a written agreement with off-base activities should be established to define pickup schedules or maximum time frames for delivery to the transportation management office (TMO). If no written agreement exists, forward the output issue documents and materiel to the shipment planning function of TMO within the normal time frames determined locally. All local time definite delivery standards are optional and determined by the LRS commander.

ATTACHMENT 11C-24

FORCED DUE-OUT RELEASE (DOR) INPUT TRANSACTION

11C24.1. Purpose. To explain the processing procedures and transaction format for a forced due-out release (DOR) transaction.

11C24.2. Input Restrictions. None.

11C24.3. Output. See DD Form 1348-1A, Due-Out Release output document depicted in [Attachment 11B-14](#).

11C24.4. Input Format and Entry Requirements: Screens DORFORCE/143, DORPP/144, DORAUTO/145.

Table 11C24.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Transaction Identification Code	DOR
4-7 4		Blank	
8-22 15		Stock Number	Note 2
23-24 2		Unit of Issue	
25-29 5		Blank	
30-43	14	Document Number	Notes 1, 3
44 1		Blank	
45-49	5	Quantity to be Released	
50 1		Blank	
51	1	Transaction Exception Code	Note 3
52-54	3	Output Source Flag	Note 4
55-56 2		System Designator	Note 2
57-80	24	Local Use/Blank	Notes 5, 6, 8
81-83	3	IMDS CDB Originating Terminal ID	Note 7

NOTES:

1. Only required on a force DOR of a specific due-out.
2. The following information applies:
 - a. If releasing a specific stock number, enter the stock number and system designator of the property on hand.
 - b. If the input stock number has a zero balance, items within the ISG will release if available.
 - c. If zero assets exist within the group, no action will occur.
3. The following information applies:

- a. If you wish to release a specific due-out, enter the document number in positions 30-43 and TEX 3 in position 51.
- b. If the input TEX equals blank, due-outs release automatically per the order of release table depicted in [Attachment 11C-22](#).
4. The following information applies:
 - a. To direct the DOR output document to a specific terminal, enter the terminal function number.
 - b. Leave this field blank to not direct the output document to a specific terminal. The DOR output document will be directed to the applicable warehouse terminal if the item record contains a warehouse location. If no warehouse location exists, the DOR output document is directed to the input terminal.
5. If the DOR input is post-post (TEX 6) and the UND is 1, /, or J (MICAP), enter the last three positions of the Julian date in positions 57-59 and the one-position hour code in position 60. See [Attachment 11C-5](#) for a list of applicable MICAP hour codes. Additionally, enter either MICAP delete code in position 61. See [Attachment 11C-5](#) for a list of applicable MICAP deletion codes.
6. If the DOR input is post-post (TEX 6/Y), enter the last three positions of the Julian date in positions 57-59. This date is the due-out release date.
7. Not a required entry when the DOR transaction is processed from a Supply terminal. It is programmatically assigned by IMDS CDB when a DOR is processed from a IMDS CDB terminal.
8. For rejected unserviceable DRMO due-out release inputs, enter the R920RW unserviceable detail document number in positions 60-73.

ATTACHMENT 11C-25

DUE-OUT RELEASE PROCEDURES FOR SPECIAL TYPE ITEMS

11C25.1. Purpose. To explain due-out release procedures for special items or circumstances.

11C25.2. Release of Special Type Items. [Table 11C25.1](#) identifies retail supply system issue procedures for special type items described in this attachment.

Table 11C25.1. Attachment 11C-25 Contents.

PARAGRAPH	SPECIAL TYPE ITEM/CONDITIONS
11C25.4 Post-Pos	t Due-Out Release
11C25.5	Repair Cycle and Expendable Item Due-Out Release
11C25.6	Recapped Tire Due-Out Release
11C25.7 S	tockage Priority Code E Item Due-Out Release
11C25.8	MRSP/IRSP Item Due-Out Release
11C25.9	Off-Base Supply Point Item (TEX Z) Due-Out Release
11C25.10	Local Purchase (Budget Code 9) Item Due-Out Release
11C25.11 Unservicea	ble Materiel from DRMO Item Due-Out Release

11C25.3. Post-Post Due-Out Release. See chapter 32, [section 32A](#) for post-post due-out release procedures.

11C25.4. Repair Cycle and Expendable Item Due-Out Release.

11C25.4.1. Repair Cycle Items. When a repair cycle item (ERRCD XD/XF) due-out release is processed in the retail supply system, DIFM control remains under the stock number originally requested. If a repair cycle item is received for an activity code D (SPRAM) customer backorder, use the procedures stated in chapter 22, [section 22L](#). The retail supply system will increase the applicable SPRAM detail record on-hand quantity field. If a substitute item is received for a SPRAM backorder, the retail supply system will build a substitute detail record. See chapter 22, [section 22L](#) for more information.

11C25.4.2. Expendable Items. EOQ (ERRCD XB3) items will not automatically due-out release for repair cycle item (ERRCD XD(*)/XF(*)) backorders. If such a release is attempted, a 100 Reject is produced. See [chapter 7](#) for more information concerning 100 rejects. If an EOQ item is subsequently received for a repair cycle item customer backorder, cancel the repair cycle due-out and process a customer issue request for the EOQ item using the appropriate demand code.

11C25.5. Recapped Tire Due-Out Release. Recapped tires are not released automatically by the retail supply system. During turn-in or receipt processing of a recap tire an I028 Other Asset management notice is printed listing all customer backorder requirements. If the recap tire can satisfy any of the due-outs, prepare and process a manual (forced) DO R transaction using TEX 3 in position 51 ([Attachment 11C-24](#)). **NOTE:** A supply point detail record must be loaded in the retail supply system for the master stock number with type authorization T or a 260 Reject will be produced. See [chapter 10](#) for more information concerning supply point type authorization codes. See [chapter 7](#) for more information concerning 260 rejects.

11C25.6. Stockage Priority Code (SPC) E Item Due-Out Release. Customer backorders for equipment items that contain stockage priority code (SPC) E are not automatically released. When a receipt or turn-in transaction is processed, the retail supply system produces an I028 management notice listing all associated backorders. Any existing customer backorders may be force due-out released using TEX 3 as specified in [Attachment 11C-24](#). See chapter 19, [section 19B](#) for more information concerning assignment of SPC E.

11C25.7. MRSP/IRSP Item Due-Out Release.

11C25.7.1. Supportable Assets. Release of supportable assets increases the MRSP/IRSP detail on hand or deployed quantities as appropriate, as well as the 025-SUP-UNITS-ON-HAND. The MRSP/IRSP backorders release just ahead of urgency of need designator (UND) C requirements in the retail supply system release order and within 025-MRSP-IRSP priority designator.

11C25.7.2. Unsupportable Assets. Unsupportable item backorders are established with TEX U. When an unsupportable asset is received, a supportable due-out for the quantity received is built by the retail supply system and inserted into the release order. The TEX U (unsupportable) due-out is simultaneously deleted, or in the case of a partial receipt, decremented. The new due-out (supportable) reflects an identical document number. However, the retail supply system-assigned next available serial number (date portion) is different. When the unsupportable quantity on the detail record equals zero, the supportability code is blanked. See [chapter 26](#) for more information concerning supportable and unsupportable WRM items.

11C25.7.2.1. The force due-out release (DOR) is permitted for TEX U due-out detail records only.

11C25.7.2.2. A TEX 2 receipt is allowed to provide the capability to release only the linked TEX U or a non-TEX U higher priority due-out. This can be accomplished by inserting the due-out document number in positions 60-73 of the TEX 2 receipt. See [chapter 10](#), [attachment 10B-2](#) for receipt transaction format and processing instructions.

11C25.7.3. Release of Least Acceptable Flagged MRSP/IRSP Items. When an MRSP/IRSP detail record contains a least acceptable flag (in FILLER-1 field) other than blank, a substitute item will not be released to satisfy due-outs against that detail unless the 101-ISG-SOURCE code on the receipted item is equal to or greater than the least acceptable flag on the MRSP/IRSP detail.

11C25.8. Off-Base Supply Point Item (TEX Z) Due-Out Release. When an off-base supply point customer issue request is processed, and the type authorization on the supply point detail equals D, the use of TEX Z will result in the following:

11C25.8.1. Establishes a Linked Due-In. The due-out release program interfaces with the requisitioning programs to establish a linked due-in. Because the supply point due-out contains a linked due-in established with TEX Z, the asset will not be released until the asset for the linked due-in is received.

11C25.8.2. Direct Shipment to Remote Supply Points. This procedure accommodates direct shipment to remote supply points by providing the 218-DIRECT-SHIP-SRAN to the requisitioning process for automatic insertion in the due-in at the time the due-out is established.

11C25.9. Local Purchase (Budget Code 9) Item Due-Out Release.

11C25.9.1. Budget code 9 local purchase customer backorders will be released and the customer charged, according to the following criteria:

11C25.9.1.1. Linked Local Purchase Due-Outs. The receipted item due-in detail record will release to its linked due-out detail record before releasing to any other requirements.

11C25.9.1.2. Customer Charges. When the due-in received is linked to a specific due-out detail record, the customer will be charged the unit price from the 205 detail record (due-out). When the due-in received is not linked to a specific due-out detail record, the customer will be charged the unit price from the 202 detail record (due-in). **NOTE:** When a due-out release is caused by other than the normal receipt of an item due-in, the customer will be charged the unit price from the 101 record (item record).

11C25.10. Unserviceable Materiel from DRMO Due-Out Release. Due-out release should occur automatically from receipt processing, unless a reject condition exists. After correcting any reject condition, process a manual DOR transaction with the due-out document number in positions 30-43, TEX 3 in position 51, and the unserviceable document number in positions 60-73. See [Attachment 11C-24](#) for the manual (forced) DOR transaction format and processing instructions.

ATTACHMENT 11C-26

CUSTOMER BACKORDER ASSET MANAGEMENT NOTICES

11C26.1. Purpose. To explain different asset management notices received as a result of processing customer due-out release transactions in the retail supply system. The I024 and I032 management notices are designed to notify customers and Supply that other assets are available to satisfy customer backorders. Each asset management notice is discussed in further detail below.

11C26.2. I024 Management Notice - SUBSTITUTE DUE-OUTS EXIST--VERIFY FOR POSSIBLE FORCE RELEASE.

11C26.2.1. Purpose. To advise that assets are available within the interchangeable and substitute group (I&SG) where a backorder exists for a substitute item.

11C26.2.2. Output Destination. RPS main system/terminal.

11C26.2.3. Input. See Forced Due-Out Release Transaction in [Attachment 11C-24](#).

11C26.2.4. Output Format. See [Table 11C26.1.](#)

Table 11C26.1. I024 Management Notice Output Format.

PRINT LINE	POS	FIELD DESIGNATION	REMARKS
1 1-69		I024 MGT SUBSTITUTE DUE-OUTS EXIST—VERIFY FOR POSSIBLE FORCED RELEASE	
	70-80 BI	ank	
2	1-3	Document Identification Code	DOR
	4-7 BI	ank	
	8-22	Stock Number of Item with Available Assets	
	23-65 BI	ank	
	66-80	Stock Number of Due-Out Detail if in a Different ISG	
3	1-80	I023 MGT OTHER ASSET NOTICE	
4		The succeeding lines contain all due-out details within the ISG.	

11C26.3. I029 Management Notice - TCTO (TCTO NR _____) AVAILABILITY NOTICE.

11C26.3.1. Purpose. To advise Stock Control that TEX 8, H, X, or TCTO backorders exist with serviceable assets available for release.

11C26.3.2. Output Destination. Stock Control or Satellite Terminal Function.

11C26.3.3. Input. See Forced Due-Out Release (DOR) Transaction in [Attachment 11C-24](#).

11C26.3.4. Output Format. See [Table 11C26.2.](#)

Table 11C26.2. I029 Management Notice Output Format.

PRINT LINE	POS	FIELD DESIGNATION
1 1-7		Blank
	8-22 S	stock Number

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PRINT LINE	POS	FIELD DESIGNATION
	23-24 U	Unit of Issue
	25-29 Q	Quantity on Hand
	30-35 Bl	Blank
	36-44 T	Transaction Number
	45-46 Bl	Blank
	47-49 ERRCD	
	50-54 Bl	Blank
	55-56 System	Designator
	57-59	Tote Box Number
	60-66 Bl	Blank
	67-69 Ro	Routing Identifier Code
	70-71 Bl	Blank
	72-80 U	Unit Price
2	I028 MGT	SELECT D/O TO BE FORCED RELEASED
	Or	
	I029 MGT	TCTO KIT ASSET AVAILABILITY NOTICE
	43-80 Bl	Blank
3 (1st Due-Out)		
	1-14 D	Document Number
	15-16 Pri	Priority Designator
	17-30 Mark-For	
	31-35 Q	Quantity
	37 T	Transaction Exception Code
	38 Bl	Blank
	39 Memo	Due-Out Designator
3 (2nd Due-Out)		
	41-54 D	Document Number
	55-56 Pri	Priority Designator
	57-70 Mark-For	
	71-75 Q	Quantity
	77 T	Transaction Exception Code
	78 Bl	Blank
	79 Memo	Due-Out Designator

11C26.4. I032 Management Notice - MGR DUE-OUT DTL UNIT OF ISSUE CANNOT BE CONVERTED FOR AUTO DOR

11C26.4.1. Purpose. To advise that the unit of issue for an item available for due-out release cannot be converted to the backordered item unit of issue.

11C26.4.2. Output Destination. RPS main system/terminal.

11C26.4.3. Input. See Forced (Manual) Due-Out Release (DOR) input transaction in [Attachment 11C-24](#).

11C26.4.4. Output Format. See [Table 11C26.3.](#).

Table 11C26.3. I032 Management Notice Output Format.

PRINT LINE	POS	FIELD DESIGNATION	REMARKS
1	1-67	I032 MGT DUE-OUT DTL UNIT OF ISSUE	CANNOT BE CONVERTED FOR AUTO DOR
	68-80 Bl	ank	
2	1-3	Document Identification Code	DOR
	4-7 Bl	ank	
	8-22	Stock Number of Item on Hand	
	23-24 Un	it of Issue	
	25-29 Bl	ank	
	30-43 Du	e-Out Document Number	
	44 Bl	ank	
	45-49 Qu	antity Due-Out	
	50-54 Bl	ank	
	55-56 System	Designator	
	57-65 Bl	ank	
	66-80	Stock Number of Due-Out/Blank If Different ISG	

ATTACHMENT 11C-27

CUSTOMER BACKORDER (DUE-OUT) MODIFICATION

11C27.1. Purpose. To explain the applicable fields and processing of customer backorder modifications.

11C27.2. Modification Procedures. When customer backorders require modification, the requesting activity normally submits the following information to Stock Control for preparation and processing of a due-out update (DIT) transaction. See chapter 9, [attachment 9E-1](#) for DIT transaction format and processing instructions. If a linked due-in detail record exists for the cancelled due-out, notify the requesting activity of the current status. **NOTE:** The method of request for backorder modification depends upon whether the customer backorder is MICAP or non-MICAP.

11C27.2.1. Non-MICAP Backorder Modification. Customers will submit the following information to Stock Control when backorder modification action is required:

11C27.2.1.1. Stock number requested.

11C27.2.1.2. Document number of the backorder.

11C27.2.1.3. Requisition number supporting the backorder, if applicable.

11C27.2.1.4. Modification Requirement. Customers will identify any or all of the following data elements for modification:

11C27.2.1.4.1. Supplementary address.

11C27.2.1.4.2. Project code.

11C27.2.1.4.3. Force activity designator.

11C27.2.1.4.4. Mark-for.

11C27.2.1.4.5. Urgency justification code.

11C27.2.1.4.6. Required delivery date.

11C27.2.1.4.7. Ammo transaction code.

11C27.2.1.4.8. Authority for issue flag.

11C27.2.1.4.9. Prepare DIT Transaction. Prepare the DIT transaction in accordance with chapter 9, [attachment 9E-1](#) to modify non-MICAP customer backorder data.

11C27.2.2. MICAP Backorder Modification. When a non-MICAP customer backorder is upgraded to MICAP, or is being downgraded from MICAP to a non-MICAP condition, customers submit change requests to the Mission Support section. Modification of MICAP backorders involves changes to MICAP data elements, including upgrade/downgrade of the priority, and changes of condition. A MICAP notification (NOR) transaction input is used to modify MICAP backorders. [Attachment 11C-8](#) provides a list of NOR input transactions used to modify MICAP backorders. When MICAP conditions are modified, a MICAP report (B9M) transaction is created.

ATTACHMENT 11C-28

CUSTOMER BACKORDER REVIEW AND VALIDATION PRODUCTS

11C28.1. Purpose. To explain and describe the products used by customers and Supply to review and validate customer backorders.

11C28.2. Management Products. Supported organizations and Stock Control personnel use the products in **Table 11C28.1.** to review and validate customer backorders. Customers will review Urgency of Need Designator (UND) A backorders daily. Customers will review UND B backorders at least weekly, and UNC C backorders at least monthly. **NOTE:** Local management may dictate only weekly reviews are required for UND A and B customer backorders for equipment items.

Table 11C28.1. Customer Backorder Review/Validation Products.

TYPE OF CUSTOMER ORGANIZATION	DUE-OUT REVIEW AND VALIDATION MANAGEMENT REPORTS	USAGE
Base Civil Engineer (BCE) Organizations	BCE Due-Out Status Listing - D03	Used exclusively by base civil engineering organizations daily to review backorders
Base Civil Engineer (BCE) Organizations	BCE Due-Out Validation Listing - M09	Used exclusively by base civil engineering organizations monthly to validate backorders.
Supply Points (Inventory Segment)	Supply Point Listing - Q13	Used by Supply each quarter to review and validate supply point items and backorders
All Organizations	Due-Out Validation Listing - M30	Used by Supply and customers monthly to validate all customer backorders except bench stock.
All Organizations	Priority Monitor Report - D18	Used by Supply and customers daily/weekly to review all UND A and B customer backorders
All Organizations	Due-Out Status Listing - R31	Used by Supply and customers (in conjunction with other reports) as required to review customer backorders.

11C28.3. Review of UND A and B Customer Backorders. Each day, Stock Control forwards two copies of the applicable report(s) listing customer backorders with UND A to the applicable organizations for review. At least weekly, Stock Control forwards two copies of the applicable report(s) listing customer backorders with UND A and B to the applicable organizations for review. Note: Management may determine daily processing is not warranted. Customers are not required to return listings received for backorder review. However, customers must notify Stock Control of items on the listings no longer needed. Notification may be via the listing, telephone, or other military correspondence.

11C28.4. Validation of Customer Backorders.

11C28.4.1. Monthly Validation of Customer Backorders. The backorder validation listing (M30) for all due-outs is produced monthly. UND C due-outs are required to be validated at least quarterly.

NOTE: The LRS/supply activity and Maintenance organization jointly determine when the validation of customer backorders with the IMDS CDB system shall be accomplished.

11C28.4.2. Validation of Customer Backorders. Validation of customer backorders for non-IMDS CDB organizations may create output images which can be input after the organization has completed the validation. In this case, these images and one copy of the validation listing are retained by the Stock Control Section. During backorder validation for IMDS CDB organizations, the images are forwarded to the applicable CAMS organization.

11C28.4.3. Validation Processing. To validate due-outs, the supported organization should contact the person with the need for the backordered item to ensure the item is still required. It's essential the organization validate each due-out on the list and cancel those which are no longer required. If there are any changes or cancellations required, the customer organization must contact the Stock Control Section in writing or by returning an annotated listing. The customer organization should provide a point of contact in case the Stock Control Section requires additional information.

11C28.5. Validation of Base Civil Engineering Customer Backorders. The M09 serves as the tool for validation of BCE customer backorders. The computer listings are distributed with a letter of transmittal to BCE Materiel Control Section. BCE uses the same procedures as other customers for reviewing, validating, and requesting changes and cancellations as other customer organizations. In addition, Stock Control personnel use the M09 in the same method as the M30. Stock Control retains work copies of the M09 and M30 for the purpose of reviewing and researching customer backorders, including memo-obligated backorders. If necessary, Stock Control personnel will requisition for support or cancel customer due-outs as appropriate. **NOTE:** Stock Control personnel may use a local retrieval program or an existing program to accomplish this task instead of M09/M30 work copies at the discretion of the Stock Control supervisor.

11C28.6. Validation of Bench Stock Due-outs. The monthly inventory of bench stocks fulfills the requirement to review and validate bench stock backorders.

ATTACHMENT 11C-29

MAINTENANCE DUE OUT STATUS NOTIFICATION (1SH) TRANSACTION

11C29.1. Purpose. To explain processing and transaction format of the Maintenance Due-Out Status Notification (1SH) transaction which provides status on maintenance customer backorders.

11C29.2. Due-Out Status Notification (1SH) Conditions. The retail supply system creates a due-out status notification (1SH) transaction for spares required to repair aircraft (commodity code K) and Comprehensive Engine Management System (CEMS) TCTO/time-change items when tracking procedures are implemented, according to the supported organization. Creation of the 1SH transaction is produced as a result of customer backorder (due-out) establishment, due-out release, due-out cancellation, significant status changes ([Table 11C29.2.](#)), or the backorder mark-for field (SRD and/or equipment serial number) is changed.

11C29.3. Items Excluded from Automated Tracking. Technical order compliance (TOC) kits and retail supply system due-out detail records containing activity code B, E, S, U, and W are excluded from automated tracking procedures. See [chapter 3](#) for more information concerning due-out detail record activity codes.

11C29.4. Partial Due-Out Release. When the computer makes a partial due-out release for items tracked by Maintenance, the due-out release program creates a 1SH output that contains the quantity issued.

11C29.5. Due-Out Cancellations. At the end of the day, the retail supply system creates due-out cancellation (DOC) transactions as required. See [Attachment 11C-31](#) for maintenance due-out cancellation (DOC) transaction format and processing instructions. Additionally, the retail supply system produces due-out cancellation transactions during the periodic reconciliation between IMDS CDB and the retail supply system. Stock Control must process DOC input transactions received from the base Maintenance on a timely basis to make ensure Maintenance and Supply records remain coordinated. **NOTE:** The LRS/accountable officer and Chief of Maintenance will develop local procedures to ensure due-out cancellation transactions and associated output is processed daily.

11C29.6. Maintenance Organization Due-Outs. The retail supply system currently supports three maintenance programs: IMDS CDB (G054); CAMS-FM (G081); and the REMIS (G099) Reporting System. Each due-out supporting these systems will be identified by a due-out maintenance code on the retail supply system due-out detail record. For example, due-out maintenance code M identifies IMDS CDB. Due-out maintenance code G identifies G081. Lastly, due-out maintenance code N identifies non-maintenance organizations. **NOTE:** Any other data in the due-out IMDS CDB flag field on the due-out detail record is invalid.

11C29.7. Due-Out Status Notification (1SH) Transaction Format.

11C29.7.1. Purpose. To provide the transaction format and processing instructions for the maintenance due-out status notification (1SH) transaction. The 1SH transaction is input when a maintenance due-out is changed, cancelled, released, or a change of status occurs.

11C29.7.2. Input Restrictions. None.

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11C29.7.3. Output. RPS main system/terminal.

11C29.7.4. Input Format and Entry Requirements.

Table 11C29.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Transaction Identification Code	1SH
4	1	IMDS CDB Identification Code	
5	1	IMDS CDB Type Transaction Code	S
6-8	3	Standard Reporting Designator	Note 1
9-13	5	Equipment Serial Number	Note 1
14-16	3	New SRD	Note 2
17-21	5	New Equipment Serial Number	Note 2
22-24 3		Blank	
25-29 5		Quantity	
30-43 14		Document Number	
44 1		Due-Out Designator	
45	1	Due-Out Status Code	Note 3
46-51 6		Job Control Number	
52-59	8	Due-In Requisition Number	
60	1	Dual Maintenance Flag	
61-64	4	Estimated Delivery Date	Note 4
65-66	2	MILSTRIP Status Code	Note 5
67-68	2	Urgency Justification Code	
69-71 3		Delivery Destination	
72-76	5	Release Date	Note 6
77-80 4		Due-In SRAN	

Table 11C29.2. Significant Status Codes.

CODES	IMDS CDB CLEAR TEXT PHRASE
BA, BH, BJ, BK, BL, BN,	
BV, BZ,	Depot Processing Issue
BB, BP	Depot Backorder
BC	Backorder Long Delay
BD	Depot Suspended Action
BH	Depot Issuing Substitute
B4, BX, C(*), FC, FD, FE, FF,	
FG, FJ, FK, FL, FM, FN, FO,	
FR, FS, FU, FV, FW, FX, FY,	
F3, F4, F5, F6, F8, F9.	

NOTES:

1. For due-out status code 4, enter the old standard reporting designator/equipment serial number.
2. For due-out status code 4, enter the new standard reporting designator/equipment serial number.
3. Blank = Due-Out. For CEMS, enter 3 for the status code. 1SH outputs created as a result of DIT processing changing the mark-for field on due-outs will reflect status code 4 if the due-out is IMDS CDB. 1SH outputs reflect status code 1 if the due-out is not IMDS CDB.
 - 1 = Cancellation
 - 2 = Release
 - 3 = Status
 - 4 = Mark-For Change
4. For maintenance organizations, this field reflects the time in the following format: HMMM; all others reflect the EDD.
5. Significant Status Codes: See [Table 11C29.2.](#)
6. Positions 72-73 contain the calendar year, and positions 74-76 contain the last three positions of the Julian date.

ATTACHMENT 11C-30

CUSTOMER BACKORDER DUE-OUT CANCELLATION (DOC) TRANSACTION

11C30.1. Purpose. To explain processing procedures and transaction format for the customer backorder due-out cancellation (DOC) transaction.

11C30.2. General. The using organization may request backorder (due-out) cancellation action. Supply may begin the due-out cancellation process if an item cannot be supplied. Stock Control personnel must perform thorough research to satisfy the backorder through other means if possible. If cancelled, use the appropriate status/cancellation codes described in chapter 9, [section 9D](#). Notify the customer that cancellation of the backorder has occurred. **NOTE:** Stock Control personnel advise the Equipment Management Element (EME) of all backorder cancellation requests for equipment items.

11C30.3. Repair Cycle Item Backorder Cancellation. When a backorder contains a corresponding due-in-from-maintenance (DIFM) detail record (other than credit DIFM), special procedures must be used to ensure repair cycle information is properly updated in the retail supply system. When the serviceable item has not been issued and a memo DIFM detail record exists, the net-repair cycle days field must be updated (positions 62-64) when the backorder is cancelled.

11C30.3.1. Automatic Net Repair Cycle Days Calculation. When a backorder contains a corresponding DIFM detail and the current quarter repair cycle time equals the new quarter repair cycle time, the DOC transaction is processed with blanks in positions 62-64. The repair cycle days will be computed by the retail supply system.

11C30.3.2. Manual Repair Cycle Days Computation. If the repair cycle record quarterly repair cycle times are blank, Stock Control personnel enter the net repair cycle days in positions 62-64 of the DOC input transaction. The net repair cycle days are calculated by multiplying the quantity backordered times the number of repair (DIFM) days. **NOTE:** The number of repair days divided by the quantity backordered cannot be less than 1 or greater than 29. The retail supply system does not update the repair cycle record when maintenance action taken code equals B, J, V, or X on the DOC transaction input.

11C30.4. Credit DIFM Detail Exists. Customer backorders that contain corresponding credit DIFM detail records identify existing holes or shortages in end-items. Stock Control personnel enter TEX 2 in position 51 of the DOC input transaction when canceling a customer backorder that contains a corresponding credit DIFM detail. If TEX 2 is not used, a 466 reject (Credit DIFM Detail Exists – Verify Due-Out Cancellation) will be produced. See [chapter 7](#) for more information and processing instructions.

11C30.5. AWP End-Item Shipped/Condemned. If a decision is made to evacuate or condemn an AWP end-item, the bit and piece backorders will be cancelled or transferred to another AWP end-item. If cancelled, enter action taken code (ATC) B in position 44 and TEX 9 in position 51. This will ensure cumulative recurring demands are not reduced. See [chapter 19](#) for more information.

11C30.6. MICAP Backorder Cancellation. If a MICAP customer backorder is cancelled, a MICAP stop (B9M) report transaction will be produced with delete code 9. See [Attachment 11C-5](#) for MICAP delete and advice codes. When a due-in linked to a MICAP customer backorder is canceled, a MICAP stop transaction is produced and delete code zero (0) assigned. If the MICAP requirement must be requi-

sitioned again, GLSC will process a special requisition (SPR) transaction using a new requisition number. See chapter 9, [section 9B](#) for more information concerning SPR transaction processing. **NOTE:** Once a new requisition number has been assigned, a new MICAP start (B9M) transaction will be produced.

11C30.7. Input Restrictions. None.

11C30.7.1. Output. None.

11C30.7.2. Input Format and Entry Requirements: Screen DOC/069.

Table 11C30.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Transaction Identification Code	DOC
4-6	3	Delivery Destination/Input Source Code/ERRCD	Note 1
7	1	MICAP Delete Code or Blank	Note 2
8-22 15		Stock Number	
23-24 2		Unit of Issue	
25-29 5		Due-Out Quantity	
30-43 14		Due-Out Document Number	
44	1	Action Taken Code	Note 3
45-49	5	Quantity to be Canceled	Note 4
50	1	Type Stock Record Account Code	
51	1	TEX Code	Note 5
52-53	2	Status Cancellation Justification Code	Note 6
54	1	Review Code	Note 7
55-56	2	System Designator	
57-61	5	Blank	
62-64	3	Net Repair Cycle Days	Note 8
65	1	Blank	
66	1	FCI Interface Flag	I or Blank Note 9
67-80	14	Blank	Note 10
81-83	3	IMDS CDB Originating Terminal ID	Note 11

NOTES:

1. This field is developed locally using any combination of alpha/numeric characters. It may include the activity/organization/individual desk number, etc., initiating the cancellation. Input the source code--a base option upon input of the due-out cancellation.
2. Enter a zero (0) if the input is for a MICAP due-out and meets the conditions outlined in [Attachment 11C-5](#).
3. The serviceable maintenance action taken code is mandatory on due-out cancellation for due-outs under DIFM control. See chapter 19, [section 19B](#) for demand data update logic. Use action taken code B for a due-out cancellation resulting from the end-item being shipped NRTS.

4. If requesting partial cancellation, this field must contain the cancellation quantity (see note 5).
5. The following information applies:
 - a. If cumulative recurring demands are not to be decreased, use TEX code 9.
 - b. If the credit DIFM detail is to be deleted, use TEX code 2.
 - c. If canceling the total detail quantity, use TEX 5 (positions 45-49 must be blank).
6. The following information applies:
 - a. If the cancellation justification code is ZC, leave this field blank. It will be automatically written to the transaction history record by the DOC transaction program.
 - b. If the code is not ZC, enter the cancellation justification code.
7. Code must be I or M. I indicates Stock Control has processed the DOC input transaction. M indicates that IMDS CDB created the DOC input transaction.
8. Positions 62-64 will normally be blank (see this chapter for exceptions). If the ERRCD is XD/XF, then the activity code is J, X, R or C, and the maintenance action taken code is B, J, or X. The repair cycle record will not be updated.
9. When an I is entered in position 66 of the DOC transaction, an automatic FCI transaction interface occurs to adjust the in-use authorized quantity. If the DOC quantity equals the total authorized quantity, the in-use detail is deleted. See chapter 22, [attachment 22E-1](#) for more information concerning FCI transaction processing.
10. Upon input of a DOC transaction, positions 67-80 are available for local use.
11. Not a required entry when processed from a supply terminal. The IMDS CDB originating terminal ID is assigned by the retail supply system when processing a DOC transaction from an IMDS CDB terminal.

ATTACHMENT 11C-31

MAINTENANCE SYSTEM (IMDS CDB) DUE-OUT CANCELLATION (DOC) TRANSACTION

11C31.1. Purpose. To explain processing procedures and transaction format of the maintenance due-out cancellation (DOC) transaction. This transaction is created by IMDS CDB when maintenance work orders are canceled by supported organizations or during periodic reconciliation between IMDS CDB and the retail supply system.

11C31.2. Input Restrictions. None.

11C31.3. Output. See [Table 11C31.1](#).

Table 11C31.1. IMDS CDB Due-Out Cancellation Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Transaction Identification Code	DOC
4-29 26		Blank	
30-43	14	Back Order Document Number	
44	1	Action Taken Code	Note 1
45-49	5	Quantity to be Canceled	
50-51 2		Blank	
52-53	2	ZU Cancellation Code	
54	1	IMDS CDB Automated Tracking	Constant M
55-61 7		Blank	
62-64	3	Net Repair Cycle Days	Note 2
65-80 16		Blank	

NOTES:

1. This position must be a serviceable maintenance action taken code for due-outs under DIFM control.
2. Positions 62-64 will normally be blank (see this chapter for exceptions). If the ERRCD is XD/XF, then the activity code is J, X, R or C, and the maintenance action taken code is B, J, or X. The repair cycle record will not be updated.

ATTACHMENT 11D-1

BENCH STOCK ITEM QUALIFICATION CRITERIA

11D1.1. Purpose. Provide the criteria for bench stock item qualification.

11D1.2. Qualification Criteria. Before a bench stock may be established, the following minimum criteria must be met. Also see the Bench Stock Review (M04) report, in [chapter 5](#) for additional details about bench stock qualification criteria.

11D1.2.1. ERRC Designator XB3. The item record ERRC designator must be XB3.

11D1.2.2. Restricted Item Codes. In general, the item record must not be coded as follows:

11D1.2.2.1. Disposal (Numeric Parts Preference Code 2). **NOTE:** On-hand/in-use assets that have an NPPC 2 may be issued/used if they satisfy a local requirement or until the cost to repair the item exceeds its value.

11D1.2.2.2. Time Compliance Technical Order (numeric parts preference code 4).

11D1.2.2.3. Non-published (numeric parts preference code 5). **NOTE:** On-hand/in-use assets that have an NPPC 5 may be issued/used if they satisfy a local requirement or until the cost to repair the item exceeds its value.

11D1.2.2.4. Unacceptable for Air Force use (numeric parts preference code 9).

11D1.2.2.5. RAMPS/WRM codes 5, 6, 7, or E.

11D1.2.2.6. Classified, sensitive, or issue exception codes (IEX) 3, 6, E, or K. Additional details regarding classified items are provided later in this attachment.

11D1.3. Quantity Irregularities. Items that are normally used in quantities that are different from the unit of issue (for example, nuts, bolts, screws, etc.) and items that have a quantity of issue different from the quantity unit pack, should be added to bench stock to the maximum levels possible.

11D1.4. Controlled Items in Bench Stocks. The following rules apply to items with a controlled item code. See [chapter 27](#) for details about controlled item codes.

11D1.4.1. Controlled Items Not Requiring Issue Exception Codes. Controlled item code *, I, J, U, 7, Y, and Z are authorized on bench stock. None of these categories require issue exception codes loaded on the item record.

11D1.4.2. Controlled Items Requiring Issue Exception Codes. Controlled item code R items, other than photographic items, are authorized on bench stock when the unit commander has given his approval in writing. Items in this category will require an issue exception code N to be loaded to the item record.

11D1.4.3. Photographic Items. Controlled item code *, J, R, or X items may be authorized on bench stock with the written approval of the unit commander who controls and manages bench stock.

11D1.4.3.1. Requesting approval. The shop supervisor/bench stock manager will send a letter to his/her commander asking to add the items to bench stock (specifying org/shop code). The letter will list the NSN, nomenclature, and unit of issue of each photographic type of item to be added.

11D1.4.3.2. Approval letters. If the additional items are approved, endorse the letter to the Customer Service Center. After LRS/supply activity personnel take action, Customer Service Center will endorse the letter back to the applicable unit commander so a successor will be aware of the action and comply with AFI 23-111, Management of Government Property in Possession of the Air Force.

11D1.4.4. Controlled Item Codes S and C. With MAJCOM approval, items with controlled item codes S and C items may be included on organizational bench stocks when demand data indicates it is advantageous to do so. In accordance with MAJCOM guidelines, supplement this chapter with a local issue exception code indicating, "Classified/Secret Item authorized on Bench Stock." When authorized by MAJCOM, classified bench stock material must meet all security, storage, and access provisions outlined in AFI 31-401, Information Security Management Program, and DOD 5200.1-R, Information Security Program.

11D1.4.5. Other Controlled Item Codes. Controlled item codes not specified above are authorized on bench stock when the unit commander has given approval in writing. Assigning issue exception code N to the item record will further identify items in this category. When IEX N is assigned, the other item flag for bench stock items will be assigned with a TRIC FCD input (stock control data change). The bench stock flag will be assigned by the retail supply system when a master bench stock detail is loaded. Procedures for loading IEX codes are contained in [Section 11B](#).

ATTACHMENT 11D-2

BENCH STOCK ITEM ADD, CHANGE, AND DELETE LOGIC

11D2.1. Purpose. Describe the logic used in the retail supply system to develop recommendations for adding, deleting, and changing the quantities of items in organizational bench stocks.

11D2.2. Guidelines for Adding and Deleting Items from Bench Stocks. The bench stock process makes use of organizational historical consumption and customer desires to determine what range of items to include in a customer bench stock. The range determination may result in the addition or deletion of an item from a bench stock.

11D2.2.1. Bench Stock Additions. The identification of candidates for bench stock addition is either consumption-based or specified by bench stock customers.

11D2.2.1.1. Consumption-based bench stock add recommendations. The retail supply system uses organization-specific historical consumption data to identify items that, based on past demand, price, and other item characteristics, are candidates for addition to an organizational bench stock. For details about retail supply system procedures for identifying bench stock addition candidates, see the Bench Stock Review (M04) report, in [chapter 5](#). The M04 logic recommends items for addition to organizational bench stocks that meet the qualifying conditions detailed in [Attachment 11D-1](#) where organizational EOQ consumption detail record indicates there have been three or more customer demands and the EOQ consumption detail has existed for at least 30 days. See chapter 19, [section 19B](#) for additional information about the EOQ consumption details that serve as the basis for M04 calculations.

11D2.2.1.2. Non-consumption-based bench stock additions. Organizational bench stock customers can request the addition of qualifying items ([Attachment 11D-1](#)) to bench stocks regardless of historical consumption under certain conditions. See [Attachment 11D-3](#) for a complete list of non-consumption-based bench stock qualification conditions.

11D2.2.2. Bench stock deletions. Like additions, bench stock deletion candidates are based on organizational consumption history and bench stock customer desires.

11D2.2.2.1. Consumption-based deletion recommendations. Consumption-based bench stock items that become inactive (have no consumption) are candidates for deletion from bench stocks. See the Bench Stock Review (M04) report in [chapter 5](#) for details about the period of inactivity.

11D2.2.2.2. Non-consumption-based deletions. Organizational bench stock owners may request deletion of bench stock items at any time based upon mission support or financial considerations.

11D2.3. Bench Stock Quantity Determination. The determination of what quantity to apply to customer bench stocks is based upon consumption and non-consumption based support periods for individual items.

11D2.3.1. Consumption-based Support Period. Unless otherwise specified by the organizational bench stock owner, the depth of stock for bench stock items is calculated based upon a 30-day support requirement. That is, the bench stock quantity is the quantity required to fill the organization's anticipated demands, based on their historical demand history, for a 30-day period.

11D2.3.2. Non-Consumption-Based Support Period. Organization commanders may deviate from the 30-day support requirement by specifying an alternative number of support days in the Organizational Cost Center Record (OCCR) bench stock stockage days field. When the bench stock stockage days field is populated, the retail supply system will use that value in calculating the depth of stock for bench stock items. Additionally, bench stock quantity calculations are altered as specified when a master bench stock detail record contains a Minimum Reserve Authorization (MRA) or a Maximum Authorized Quantity (MAQ). See [Attachment 11D-4](#) for additional details about MRA and MAQ assignment.

ATTACHMENT 11D-3

CONDITIONS FOR NON-CONSUMPTION-BASED BENCH STOCK ADDITIONS

11D3.1. Purpose. Describe the conditions for the addition of non-consumption-based items to organizational bench stocks.

11D3.2. Conditions for Non-Consumption-based Bench Stock Item Additions. An item may be added to bench stock via Minimum Reserve Authorization (MRA) and Maximum Authorized Quantity (MAQ) procedures described in [Attachment 11D-4](#), regardless of consumption data, if one of the following conditions applies:

11D3.2.1. The end-item being supported is a primary mission aircraft, missile system, or Communications Electronic Maintenance (CEM), and the Deputy Commander for Maintenance has determined that maintenance cannot wait for the item to be delivered from a LRS/supply activity warehouse.

11D3.2.2. The item is included in an Initial Spares Support List (ISSL). However, caution should be exercised when purchasing a rarely used ISSL item with organization funds. ISSL quantities are based upon a projected, rather than historical, usage. Therefore, stocking ISSL items in organizational bench stocks could generate excess.

11D3.2.3. The using activity is off base or in a remote area of the base, and the item must be at the using location.

11D3.2.4. The unit of issue is not compatible with the unit of use (such as nuts, bolts, and screws) or with the quantity unit pack (QUP) (such as wire which comes in 50 foot rolls).

ATTACHMENT 11D-4

PROCEDURES FOR ESTABLISHING NON-CONSUMPTION-BASED BENCH STOCK ITEMS

11D4.1. Purpose. Describe the procedures for establishing non-consumption-based bench stock items. A bench stock quantity of an item may be maintained by an organization even if it is not based on normal consumption patterns. Commands have the option to use adjusted stock levels to support bench stock items. Bases will use Maximum Authorized Quantity (MAQ) or Minimum Reserve Authorization (MAQ) procedures to establish, order, and maintain adequate stockage for bench stock levels not based on normal consumption.

11D4.2. Maximum Authorized Quantity (MAQ)/Minimum Reserve Authorization (MRA) Flags.

The bench stock review (M 04) process described in [chapter 5](#) is normally used to calculate bench stock authorized quantities. Bench stock authorized quantities that are not based on consumption may be established via the use of Maximum Authorized Quantity (MAQ) or Minimum Reserve Authorization (MRA) procedures. See [Attachment 11D-5](#) for the details about how to specify MRA/MAQ quantities and flags in Master Bench Stock detail records. MRA/MAQ flags and their definitions are provided in [Table 11D4.1.](#)

Table 11D4.1. MRA/MAQ Flags and Definitions.

CODE	MEANING
1	Bench stock minimum reserve authorization based on a 30-day requirement.
2	Bench stock maximum authorized quantity based on a 30-day requirement.
3	Bench stock minimum reserve authorization based on a 45-day requirement.
4	Bench stock maximum authorization quantity based on a 45-day requirement.
A	Bench stock minimum reserve authorization based on a 60-day requirement.
B	Bench stock maximum quantity authorization based on a 60-day requirement.
C	Authorization based on consumption for 60 days with no bench stock minimum reserve.
D	QUP to be considered when computing recommended level. Using this code does not prevent automatic deletion if normal deletion criteria apply.
BLANK	Authorization based on consumption for 30 days with no bench stock minimum reserve.

11D4.3. Impact of MRA/MAQ Flags on Bench Stock Quantity Calculations.

11D4.3.1. MRA/MAQ Flag A, B, C, 3, or 4. If a master bench stock detail record contains an MRA/MAQ flag of A, B, C, 3, or 4, the MRA/MAQ will override the bench stock stockage days.

11D4.3.2. MRA/MAQ Flag C. If the MRA/MAQ flag is a C, the authorized quantity will be computed based on 60-day consumption.

11D4.3.3. MRA/MAQ Flag 1, 3, or A. If the MRA/MAQ flag is 1, 3, or A, the authorized quantity will be the MRA or the computed consumption quantity, whichever is greater. When the date of last demand (DOLD) is greater than 270 days, the item is no longer considered for automatic change, review procedures must be accomplished.

11D4.3.4. MRA/MAQ Flag 2, 4, or B. If the MRA/MAQ flag is 2, 4, or B, the authorized quantity will be the maximum authorized or the computed consumption quantity, whichever is smaller. When

the DOLD is greater than 270 days, the item is no longer considered for automatic change, and review procedures must be accomplished.

11D4.4. Minimum Reserve Authorization/Maximum Authorized Quantity Letters. Recertification of MRA/MAQ will be accomplished through the review process.

11D4.5. Conformity. MRA/MAQ quantity changes required for conformance with quantity unit pack or materiel handling requirements do not require a letter from the supported organization and may be accomplished by annotating the listing.

ATTACHMENT 11D-5

MASTER BENCH STOCK RECORD LOAD (2BSL) TRANSACTION

11D5.1. Purpose. Provide the retail supply system procedures and transactions for creating new Master Bench Stock records.

11D5.2. Bench Stock Review Program Recommended Additions. The monthly Bench Stock Review Program (M04/NGV850) will produce a listing of those items, which qualify for addition to an organizational bench stock. These additions are computed from the EOQ consumption detail records, which are built from issues, and due-out releases processed for expendable (ERRCD XB3) items that are not currently on bench stock. When these listed items are not recommended for addition, these details are maintained in the database for 180 days before they are deleted. Once an item has been recommended for addition, it will stay in the database for 30 days. If at the end of the 30-day period the item has not been added to a bench stock, the detail will be deleted and the consumption data will be deleted from the records. **NOTE:** Recommended add transactions (2BS) will not be produced for items that are assigned RAMPS/WRM report codes 5, 6, 7, or E. If the organization elects to add these items to their bench stock and a 499 reject (extended cost exceeds \$1000.00 EOQ item) is produced when the 2BS is processed, the organization should be notified so they can determine if a suitable substitute can be added to their bench stock in place of the originally recommended add item.

11D5.3. Addition of Items Not on the M04/NGV850. Upon receipt of a request to add items which are not on the monthly bench stock add listing (M04/NGV850), LRS Customer Service Center personnel will accomplish the following:

11D5.3.1. Verify the stock number and unit of issue.

11D5.3.2. Furnish the issue exception code, application code, and system designator for each item.

11D5.3.3. Review each item to ensure that all criteria for bench stock are met.

11D5.3.4. Obtain necessary approvals and notify the requesting activity of action taken.

11D5.3.5. Prepare and process a 2BS load input as described in this attachment to load the master bench stock detail.

11D5.3.6. Prepare and process a bench stock issue (1BS) transaction as described in [Attachment 11D-11](#) to fill the bench stock.

11D5.4. Master Bench Stock Record Load (2BSL) Transaction Format. Specifies all types of items requisitioned for storage in bench stock.

11D5.4.1. Input Restrictions. None.

11D5.4.2. Output. None.

11D5.4.3. Input Format and Entry Requirements: Screen 2BSL/080.

Table 11D5.1. Master Bench Stock Load (2BSL) Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Transaction Identification Code	2BS

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POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
4-7	4	Cumulative Recurring Demands	Note 1
8-22 15		Stock Number	Note 2
23-24 2		System Designator	Note 3
25-29 5		Authorized Quantity	Note 4
30 1		Activity Code	Constant B
31-33	3	Organization Code	Note 5
34-35 2		Shop Code	Note 6
36-39	4	DOLD/Current Date	Note 7
40-43	4	Bench Stock Item Number	Note 8
44-50 7		Cost Data	Note 10
51 1		MRA/MAQ Flag	Note 11
52-54 3		MRA/MAQ Quantity	Note 12
55-58	4	Date of First Demand	Note 13
59-64	6	Bin Location	Note 9
65-74 10		Miscellaneous Data	Note 17
75	1	Issue Flag/Dollar Threshold	Note 14
76	1	TEX Code	Note 15
77-79	3	Standard Reporting Designator	Note 16
80	1	Action Flag	Constant L

NOTES:

1. Normally leave blank on new loads. When present, it must be numeric greater than zero. If EOQ detail records are in the computer, their cumulative recurring demands are added to the input. The EOQ consumption detail records will then be deleted.
2. Master bench stock detail cannot be loaded to adjunct stock numbers (dash numbers other than -1 numbers).
3. Enter applicable system designator.
4. Enter authorized bench stock quantity. This field must be numeric greater than zero. (This is the quantity that will be used by the IBS input as the quantity of issue.) Do not decrease authorizations to generate multiple issues.
5. Enter the three-digit numeric organization code of the customer (see [chapter 3](#)). If a consolidated organization code is loaded on the OCCR for the input organization, the retail supply system will alter the input organization code.
6. Enter two-position alpha/numeric shop code of the customer (see [chapter 3](#)).
7. Enter four zeros. If an EOQ consumption detail record is in the database with the same organization and shop code, the DOLD from that detail will be as signed by the retail supply system. Otherwise the current Julian date will be assigned.
8. Enter an unused item number. (Field is edited for numeric greater than zero). An item number beginning with 0001 for each shop code will be assigned externally for all items as they are established. When an item is deleted from bench stock, the appropriate Organization

Bench Stock Listing will be adjusted accordingly. When an item is added to an established bench stock, the Organization Bench Stock Listing will be checked, and the first sequential item number will be used whenever possible.

9. Enter storage location or leave blank. This entry shows the actual storage location of the item in the bench stock area and is not edited for any particular format. This field may identify any location system desired. For example, A10 could refer to level A in the horizontal bin row and 10 in vertical bin row. A maximum of six positions will be printed on the BSU output.
10. Enter cost data or work order number in the format outlined below if the type or organization code is A, B, D, or V; otherwise leave blank.

If the organization is type A or B	Positions 44-49 must contain a civil engineer work order number--for example, A01234 or B05046.
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If the organization is type D (maintenance industrial fund)	Position 44--alpha (A, C, M, S, T, or U)/numeric.
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Positions 45-48--numeric.

Position 49--alpha (blank if position 44 is U).

Position 50--alpha or blank.

If the organization is type V	A vehicle maintenance work order number must be present in positions 44-48, and a charge code must be present in position 49 if the organization operates under the OLVIMS
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11. Enter the applicable code. Authorized entries are 1, 2, 3, 4, A, B, C, D, or blank. If blank, an EOQ consumption detail with at least three demands must be on file with the input organizational shop code.
12. Enter MRA/MAQ quantities or leave blank. Edits are as follows:
 - a. If position 51 is C or D, positions 52-54 must be blank (when MRA is assigned, the current detail record MRA/MAQ quantity will be blanked under by the retail supply system).
 - b. If position 51 is 1, 3, or A, positions 52-54 must be numeric greater than zero (the master bench stock detail record MRA/MAQ quantity must be equal to or less than the detail authorized quantity).
 - c. If position 51 is 2, 4, or B, positions 52-54 must be numeric greater than zero (the master bench stock detail record MRA/MAQ quantity must be equal to or greater than the detail authorized quantity).
13. Normally blank on new loads. If left blank, the current Julian date will be assigned. If not blank, a valid Julian date must be entered.
14. Enter I for automatic interface, O to override the dollar threshold, B to do both, or blank to ignore.
15. Must be 5 or blank. TEX code 5 is used to override reasonable quantity and extended cost edits.
16. If the type organization code which appears in the OCCR is equal to G, I, V, 7, 8, or 9, then a valid SRD contained in the standard equate designator record must be entered in this field. If the type organization code is other than G, I, V, 7, 8, or 9 in the OCCR, this field may be blank. However, if an SRD is entered, it must be contained in the standard equate designator record.
17. Enter miscellaneous data as desired by local management, or leave blank.

ATTACHMENT 11D-6

MASTER BENCH STOCK RECORD CHANGE (2BSC) TRANSACTION

11D6.1. Purpose. Provide the retail supply system procedures and transaction for changing Master Bench Stock records.

11D6.2. Bench Stock Changes. Changes to the authorized quantity on existing master bench stock details are made automatically during the review. The MRA/MAQ flag is considered, as well as consumption, in computing new levels. See [Attachment 11D-4](#) for additional information about MRA/MAQ flags. **NOTE:** Organizations may request changes to a bench stock at any time via telephone, letter, email, or annotated listing.

11D6.3. Authorized Quantity Changes. An authorized quantity change is computed only for substantial changes in consumption patterns. For this computation, a change that exceeds the square root of the previous authorized quantity is defined as substantial. The review program does not make changes smaller than the square root of the previous authorized quantity.

11D6.4. 30-day Consumption Factor. A 30-day consumption factor will be used unless one of the following exists:

11D6.4.1. The organization cost center record contains bench stock stockage days.

11D6.4.2. The master bench stock detail record contains an MRA/MAQ flag of A, B, C, 3, or 4.

NOTE: If both conditions exist, the MRA/MAQ will override the bench stock stockage days.

11D6.5. Master Bench Stock Record Change (2BSC) Transaction Format. Changes the variables on any/all items requisitioned for storage in bench stock.

11D6.5.1. Input Restrictions. None.

11D6.5.2. Output. None.

11D6.5.3. Input Format and Entry Requirements: Screen 2BSC/077.

Table 11D6.1. Master Bench Stock Change (2BSC) Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Transaction Identification Code	2BS
4-7	4	Cumulative Recurring Demands	Note 1
8-22 15		Stock number	Note 2
23-24 2		System Designator	Note 3
25-29 5		Authorized Quantity	Note 4
30-43	14	Document Number	Note 5
44-50 7		Cost Data	Note 7
51 1		MRA/MAQ Flag	Note 8
52-54 3		MRA/MAQ Quantity	Note 9
55-58	4	Date of First Demand	Note 10

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
59-64	6	Bin Location	Note 6
65-74 10		Miscellaneous Data	Note 11
75 1		Dollar Threshold	Note 14
76	1	TEX Code	Note 12
77-79	3	Standard Reporting Designator	Note 13
80	1	Action Flag	Constant C

NOTES:

1. Leave blank if no change is required. If not blank, this field must contain numeric values greater than zero or an asterisk (*) in position 4. The numeric data will be converted to binary characters and stored in the master bench stock detail record cumulative recurring demands field. The asterisk (*) blanks the cumulative recurring demands field to be blanked.
2. Enter the stock number related to the master bench stock detail record to be changed.
3. Enter the system designator related to the master bench stock detail record to be changed.
4. Leave blank if no change is required. If not blank, this field must be numeric greater than zero. Decreasing authorizations for the purpose of generating multiple issues is not authorized.
5. Enter the 14-position document number from the master bench stock detail record to be changed.
6. Leave blank if no change is required. If not blank, this field may contain change-to data or an asterisk (*) in position 59 to delete data on record.
7. Leave blank if no change is required. If the type organization code in the OCCR is A, B, D, or V, enter change-to cost data or work order number in the form at shown below. (An asterisk (*) may be entered in position 44 to blank cost data from the record if the type or ganization code is other than A, B, D, or V.)

If the organization is type A or B Positions 44-49 must contain a civil engineer work order number--for example, A01234 or B05046.

If the organization is type D (maintenance industrial fund) Position 44--alpha (A, C, M, S, T, or U)/numeric.

Positions 45-48--numeric.

Position 49--alpha (blank if position 44 is U).

Position 50--alpha or blank.

If the organization is type V A vehicle maintenance work order number must be present in positions 44-48, and a charge code must be present in position 49 if the organization operates under the OLVIMS

8. Leave blank if no change is required. If not blank, this field must contain 1, 2, 3, 4, A, B, C, D, or an asterisk (*). An asterisk will blank both the MRA/MAQ flag and the MRA/MAQ quantity fields on the detail record.

9. Enter MRA/MAQ quantity or leave blank. Edits are as follows: if position 51 is blank, C, or D, then positions 52-54 must be blank (when MRA is assigned, the current detail record MRA/MAQ quantity will be blanked by the retail supply system); if position 51 is 1, 3, or A, then positions 52-54 may be blank or numeric greater than zero (the master bench stock detail record MRA/MAQ quantity must be equal to or less than the detail authorized quantity); if position 51 is 2, 4, or B, then positions 52-54 may be blank or numeric greater than zero (the master bench stock detail record MRA/MAQ quantity must be equal to or greater than the detail authorized quantity).
10. May be blank. If not blank, a valid Julian date must be entered.
11. Leave blank if no change is required. If not blank, enter change to data, that is, any data desired by local management. If data is to be deleted, an asterisk (*) in position 65 will blank this field.
12. Must be 5 or blank. TEX code 5 is used to override reasonable quantity and extended cost edits.
13. Leave blank if no change is required. If not blank, must contain a valid SRD contained in the standard equate designator record. An asterisk (*) in position 77 will blank the SRD field on the detail if the type of organization field in the OCCR is not G, I, V, 7, 8, or 9.
14. Enter O to override the dollar threshold, or blank to ignore.

ATTACHMENT 11D-7

MASTER BENCH STOCK/EOQ CONSUMPTION RECORD DELETION (2BSD) TRANSACTION

11D7.1. Purpose. Provide the retail supply system procedures and transactions for deleting Master Bench Stock records and/or economy order quantity (EOQ) consumption detail records.

11D7.2. Recommended Bench Stock Deletions. Deletions may be made at any time, regardless of the level computed by the bench stock review. Stock Control will be informed of those items deleted so they may adjust demand data if needed (because transfer of previously supported end-items). An item will be deleted from bench stock if any of the following conditions apply:

11D7.2.1. Organizational Request. The supported activity requests the deletion. Organizations may request deletions from bench stock at any time via telephone, letter, email, or annotated listing.

11D7.2.2. Joint Review. The item appears on a bench stock review listing of items that have had no consumption for 270 days, and the activity and the Customer Service Center jointly determine that the item should be deleted. See [Attachment 11D-10](#) for additional details about joint bench stock review procedures.

11D7.2.3. Stock Number User Director (SNUD) Changes. The item record ERRC designator changes from XB3 to XD* or XF3 as a result of SNUD changes. A turn-in will be processed using the activity code B line item document number.

11D7.3. Bench Stock Review Program (M04) Recommendations. The bench stock review program will provide review formats for possible deletion. These formats will be produced for items when the date of last demand is greater than 270 days past, or if the computation of a new level results in a level of less than 1.

11D7.4. Processing for Deleted Items. Customer Service Center personnel will prepare turn-ins for items to be deleted and processed as follows. Prepare AF Form 2005, Issue/Turn-In Request, in three copies and attach to the property. Forward the AF Form 2005 TIN with the property to Receiving. When the quantity available for turn-in is less than the unit of issue or unit pack, the items will not be turned in but will be separated from active bench stock items and held in the shop to be used as required or transferred to the Defense Reutilization and Marketing Office as outlined in [chapter 15](#). Adjust the Organization Bench Stock Listing (in item number sequence) to show the item has been deleted.

11D7.5. New Bench Stock Listings (S04/NGV811). When new bench stock listings are required, and after each semiannual bench stock review, the S04/NGV811 will be used. It is mandatory that the S04/NGV811 is processed in item number sequence after the semiannual review. See [chapter 5](#) for processing instructions. **NOTE:** Handwritten entries will be made to the bench stock listings maintained in the Customer Service Center as levels are adjusted or items are added or deleted during the semiannual period.

11D7.6. Master Bench Stock Record/EOQ Delete (2BSD) Transaction. Deletes master bench stock and/or economy order quantity consumption detail records.

11D7.6.1. Input Restrictions. RPS/main system.

11D7.6.2. Output. None.

11D7.6.3. Input Format and Entry Requirements: Screen 2BSD/079.

Table 11D7.1. Master Bench Stock Delete (2BSD) Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTE
1-3 3		Transaction Identification Code	2BS
4-7 4		Blank	
8-22 15		Stock Number	Note 1
23-24 2		System Designator	Note 2
25-29 5		Blank	
30-43	14	Document Number	Note 3
44-79 36		Blank	
80	1	Action Flag	Constant D

NOTES:

1. Enter the stock number related to the masterbench stock or EOQ consumption detail record to be deleted.
2. Enter the system designator related to the master bench stock or EOQ consumption detail record to be deleted.
3. Enter the 14-position document number from the master bench stock detail record or the EOQ consumption detail record to be deleted.

ATTACHMENT 11D-8

MASTER BENCH STOCK CONSOLIDATION (2BSCON) TRANSACTION

11D8.1. Purpose. To provide the retail supply system transaction for transferring master bench stock detail records.

11D8.2. Input Restrictions. None.

11D8.3. Output. None.

11D8.4. Input Format and Entry Requirements: Screen 2BSCON/081.

Table 11D8.1. Master Bench Stock Consolidation (2BSCON) Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Transaction Identification Code	2BS
4-7 4		Blank	
8-22 15		Stock Number	Note 1
23-24 2		System Designator	Note 2
25-29 5		Blank	
30-43	14	Losing Document Number	Note 3
44-46 3		Blank	
47-60	14	Gaining Document Number	Note 4
61 1		Blank	
62-67	6	Bin Location	Note 5
68-75 8		Blank	
76	1	TEX Code	Note 6
77-79 3		Blank	
80 1		Action Indicator	T

NOTES:

1. Enter the stock number related to the master bench stock detail record to be transferred.
2. Enter the system designator related to the master bench stock detail record to be transferred.
3. Enter the document number from the master bench stock detail record to be transferred.
4. Enter gaining document number.
5. Enter gaining (new) bin location, or leave blank. If blank, the gaining location code will equal the location code as shown on the master bench stock detail.
6. This field may be blank, +, or 5. TEX code 5 is used to override reasonable quantity and extended cost edit. A TEX code + allows existing due-outs to remain until due-out released or cancelled while the Master Bench Stock Authorizations are transferred to new Organization Cost Center Records.

ATTACHMENT 11D-9

BENCH STOCK ROUTINE, STOCK-OUT, AND URGENT REPLENISHMENT AND DUE-OUT PROCEDURES

11D9.1. Purpose. Describe the procedures for the routine (cycle) and urgent replenishment of organizational bench stocks. The normal responsibilities of Customer Service Center personnel include assistance in the establishment, change or deletion of Master Bench Stock details as well as the processing of bench stock issue requests as applicable.

11D9.2. Routine Bench Stock Cycle Replenishment. Bench stock items should be replenished when the quantity on hand is equal to or less than 50 percent of the authorized quantity. This should be done once every 30 days (or more often as necessary). The unit bench stock monitor should perform the following:

11D9.3. Weekly Walk-Through. Red flags should be displayed if the stock is below 50 percent of the authorized bench stock level whether a due-out has been established or not. **NOTE:** At the option of the LRS Commander/accountable and supported organization, the unit bench stock monitor may process routine bench stock replenishment requests as soon as the 50 percent or below level is reached.

11D9.4. Document Replenishment Needs. Unit bench stock monitors will circle the item numbers on the AF Form 465 which require replenishment and process issue requests. Customer Service Center personnel will process requests for those units not having that capability. See [Attachment 11D-11](#) for more information about bench stock issue (1BS) transactions.

11D9.5. Coordinating Customer Excess Disposition. Customer Service personnel will coordinate with the supported activity to take the appropriate action when excess bench stock inventory exists. Items will not be considered excess until the on-hand balance is more than twice the authorization. Excesses will initially be considered for turn-in review (to determine if turn-in is desired--or necessary, as in the case of storage problems within the bench stock).

11D9.6. Stock-Out and Urgent Bench Stock Replenishment Procedures.

11D9.6.1. Stock-Out (Empty Bin) Reports. The organization may request normal issue (ISU) transaction processing to replenish the entire bench stock authorization providing a backorder (due-out) does not already exist for this item.

11D9.6.2. Urgent Bench Stock Requirements. The method to satisfy urgent bench stock requirements will be determined by the LRS/supply activity in coordination with the supported activity. One of the following methods will be used.

11D9.6.2.1. Submit Issue Request. Process a priority issue request or call in an expedite issue request to the LRS/supply activity using activity code X and then follow normal issue procedures described earlier in this chapter, including the reinput of any killed quantity after validation. Items will be delivered within specified delivery times.

11D9.6.2.2. Submit Request to Customer Service Center. The Customer Service Center will input a bench stock issue (1BS) transaction with TEX @. If the request is filled (issued), a DD Form 1348-1A output issue document will be produced. The customer will be notified of item

availability by telephone. The output issue document will be hand-carried to the appropriate warehouse for item location. Issued items will be delivered within specified delivery times.

11D9.6.3. After Duty Hour Requests. Provide the applicable Customer Service function with all the bench stock issue requests outside normal duty hours.

11D9.7. Supply Support Delays. If the supply support (timeliness of receipts) for an organizational bench stock is ineffective, the Customer Service Center may request the Due-Out Status Listing (R31/NGV851) or any other management product, or develop a QLP or SURGE program to ensure satisfactory supply action has been taken for due-outs. This will be coordinated with Stock Control to ensure maximum bench stock support.

11D9.8. Bench Stock Due-Out Processing.

11D9.8.1. Establish Firm Backorder (Due-Out). The Customer Service Center will establish a firm customer backorder (due-out) for all initial bench stock fill requests that are processed when property is not available for issue.

11D9.8.1.1. Due-Out Quantity Balances. If a backorder (due-out) already exists for the full authorized bench stock quantity, the issue request will be killed. Bench stock backorders will only be created for the full authorized quantity. When a due-out is created as a result of a partial issue being processed by the retail supply system, the bench stock due-out will be created for the full authorized quantity. **NOTE:** For each bench stock backorder, the cumulative recurring demand (CRD) field is updated on the master bench stock detail.

11D9.8.1.2. Other Asset Notice. If an issue request is not satisfied and available items may be suitable, management notice I023 management notice (other asset data) is produced. If any or all of the items are acceptable, reprocess the bench stock issue request with TEX C. See [chapter 7](#) for more information. The use of this TEX code will allow available assets to be issued in place of the originally requested item(s).

11D9.8.2. Unsuitable Substitutes. If substitute items are available, but cannot be used, process issue requests for the usable item only; these issues may be identified as bench stock by using the mark-for field serial number portion to identify the line number, e.g. BS00433.

11D9.8.3. Cancellation of Due-Outs. When a master bench stock detail is deleted by processing a 2BSD transaction, the retail supply system will automatically cancel any existing due-out with the same stock number, organization and shop codes.

11D9.8.4. Lack of Funds. If insufficient funds exist for the requested item, the due-out is killed and an I031 management notice (lack of funds) is produced. The retail supply system, for due-out releases canceled for lack of funds during receipt or turn-in transaction processing, will generate an I003 management notice (funds availability) as outlined in [chapter 7](#).

11D9.9. Due-Out Release Procedures. On-base due-out release of items for bench stocks will be delivered by the LRS/supply activity to the organizational bench stock delivery location.

ATTACHMENT 11D-10

BENCH STOCK REVIEW REQUIREMENTS AND RESPONSIBILITIES

11D10.1. Purpose. Describe the bench stock review process. The bench stock review process is designed to ensure bench stocks are regularly updated in a way that maximizes mission support.

11D10.2. Three-Phase Review Process. The bench stock review will be made in three separate phases--monthly and semiannually for regular bench stock, and annually for SRD and minimum reserve authorization. The semiannual review may be discontinued with the concurrence of the LRS Commander/accountable officer and the supported organizations.

11D10.2.1. Phase I--Monthly Recommended Additions, Changes, and Deletions. Bench stock will be reviewed monthly for additions, changes, and deletions. Items recommended by M04 are based upon past issue and due-out release action. Coordination with affected bench stock account representatives will be effected prior to changes being made. This requirement may be changed to quarterly at the option of the major command. See [chapter 5](#) for instructions on processing the M04 on a quarterly basis.

11D10.2.2. Phase II--Semiannual Recommended Additions, Changes, and Deletions. The Customer Service Center will arrange a semiannual joint review meeting with bench stock-supported-shops (determined jointly by the LRS Commander/accountable officer and the supported organization commander or Maintenance Chief). The Customer Service Center, Materiel Control, and the appropriate shop supervisor will participate in the joint review meeting. During these reviews, special emphasis must be given to items with no demands in the past year and items with excessive quantities not supported by demands. **NOTE:** The semiannual review may be discontinued with the concurrence of the LRS Commander/accountable officer and the supported organization commander, but must be conducted at least annually. Processing of the S04/NGV811 is not required when this review does not take place, but may be processed if requested by the Customer Service Center supervisor. This paragraph may be supplemented if local/MAJCOM requires this review to be accomplished more frequently. **NOTE:** The review should not conflict with normally busy periods, such as end of month. Therefore, close coordination with the ADS scheduler is needed to set the processing date for the semiannual review.

11D10.2.2.1. All bench stocks will be replenished within 15 days of their scheduled semiannual reviews. After the review is concluded (within one work week), normal support to the shops will be resumed as quickly as possible. The one-week time limit may be extended by the major command for distant/remote off-base supported activities. Also, off-base organizations may be reviewed prior to on-base organizations to eliminate the delay in processing the Bench Stock Review.

11D10.2.2.2. All changes and recommended deletions will be reviewed during the joint review meeting, and the listing annotated as needed, and then signed by reviewing participants. The Customer Service Center will keep a copy of the signed listing until the next review is completed.

11D10.2.2.3. The Customer Service Center will provide copies of the Organization Bench Stock Listing (S04/NGV811) to the applicable shop supervisor and Materiel Control (after all necessary actions have been taken). The S04 listing assists shop personnel in the location of bench stock items. The Customer Service Center will also file a copy of the S04 with the signed listing from the joint review meeting. The copy of the S04 produced after the semiannual review may be

replaced if a new S04 is run before the next review. **NOTE:** A thorough review is extremely important to ensure that bench stock supports the mission efficiently and economically.

11D10.2.2.4. If approved by the LRS Commander/accountable officer and the supported organization commander or Maintenance Chief, the semi-annual joint review may be conducted by the following electronic means.

11D10.2.2.4.1. LRS personnel will initiate the retail supply system generation of the S04 and forward it to the appropriate individual using any electronic means. Current technology will allow the S04 to be sent via e-mail to the bench stock monitor or the organization's electronic mail box. Future technology changes that allow transfer of listing will also be acceptable methods of forwarding the S04. Because the LRS Bench Stock Monitor will not be the chairperson for a formal meeting, reviewing organizations will ensure special emphasis is placed on the following items: items with no demands in the past year and items with excessive quantities not supported by demands.

11D10.2.2.4.2. The review should not conflict with normally busy periods, such as end of month. Therefore, close coordination with the RPS scheduler is needed to set the processing date for the semiannual review.

11D10.2.2.4.3. All shops will be replenished within 15 days of their scheduled semiannual reviews. After the review is concluded (within one work week), normal support to the shops will be resumed as quickly as possible. The one-week time limit may be extended by the major command for distant/remote off-base supported activities. Also, off-base organizations may be reviewed prior to on-base organizations to eliminate the delay in processing the Bench Stock Review.

11D10.2.2.4.4. All changes and recommended deletions will be reviewed during the electronic review, and the listing annotated as needed. The using organization will prepare a memo for the record to be signed by the reviewing participant. The memo will indicate the following data elements: date the S04 was created; date review was completed; details requiring change; required change; name; rank; and phone number of individual(s) conducting the review. The memo will be forwarded to Customer Service Center who will make the indicated changes and maintain the signed memo until the next review is completed.

11D10.2.2.4.5. Updated copies of the Organization Bench Stock Listing (S04/NGV811) will be provided by the Customer Service Center for the applicable shop supervisor and Materiel Control (after all necessary actions have been taken). **NOTE:** A thorough review is extremely important to ensure that bench stock supports the mission efficiently and economically.

11D10.2.2.5. The Customer Service Center must keep the supply funds manager informed of significant increases or decreases in bench stock authorizations and demands. Organization commanders will find pertinent financial information included in each organization's bench stock listing. No bench stock orders will be filled unless funds are available in the project fund management record.

11D10.2.3. Phase III--Annual SRD/MRA Validation. SRD data and minimum reserve authorization levels must be validated annually at the same time as one of the semiannual bench stock reviews. Bench stock demands are identified to mission requirements only if proper SRD data are loaded.

MRA levels may no longer be valid resulting in erroneous stock control practices. After phase II of the review has been completed, the following actions are required:

11D10.2.3.1. A cover letter signed by the LRS Commander/accountable officer must accompany the Organization Bench Stock Listing (S04/NGV811) provided to Materiel Control. The letter will request a review of all SRD and MRA data. There must also be a reply by endorsement, signed by the shop supervisor, to certify completion of the review.

11D10.2.3.2. Changes resulting from the review will be submitted to the Customer Service Center, who will update the master bench stock record.

11D10.2.3.3. A copy of the signed endorsement will be filed in the Customer Service Center and used for verification of the annual review.

ATTACHMENT 11D-11

BENCH STOCK ISSUE (1BS) TRANSACTION PROCESSING

11D11.1. Purpose. Describe the processing procedures and transaction format for bench stock issue (1BS) transactions.

11D11.2. Bench Stock Issues. Bench stock issue requests (TRIC 1BS) are processed to initiate bench stock replenishment issues in the retail supply system. When a 1BS transaction is input, a bench stock issue is written to the pseudo reader (holding file) for each line item (maximum of 11 items) on the 1BS input. This pseudo reader input will be processed based on the pseudo reader priority established within the retail supply system RPS. The processed 1BS transaction will produce one of the following: a bench stock issue (BSU); a bench stock issue document; an I031 management notice (lack of funds); or an I023 management notice (other asset data).

11D11.3. BSU Output Documents. The bench stock outputs will be interpreted and sorted according to system designator and warehouse location. When required, an I023 management notice will be produced. See [chapter 28](#) for processing satellite output documents. See [Attachment 11D-12](#) for BSU output document formats.

11D11.4. Funds Limitations. When the extended cost of a bench stock replenishment need exceeds the funds available in the requesting organization's PFMR, a 907 reject is generated. When available organizational funds are insufficient to fund customer bench stock backorder requirements, an I031 management notice is generated. See [chapter 7](#) for additional details about reject and management notices.

11D11.5. Bench Stock Issue Documents. An issue document will be produced when the item record contains an issue exception code that requires a phrase to be printed or when the input contains TEX code @ and the issue document is auditable. Issues to type S organizations, issues with extended cost of \$1,000.00 or more, and issues of items with controlled item code unequal to U are auditable. All auditable documents require signatures from organization representatives.

11D11.6. Bench Stock Print Override Option. When satellites and off-base organizations use the bench stock print override option, a BSU output is produced in place of the bench stock issue document.

11D11.7. Recording Consumption. During issue and due-out release (DOR) processing, consumption will be recorded on the master bench stock detail record for the input stock number and organization, or on the consolidated organizational master bench stock detail.

11D11.8. Partial Issues. When processing Bench Stock Issues and the authorized quantity is greater than the Item Record serviceable balance, the available balance will be issued by the retail supply system and a due-out will be created for the full authorized quantity.

11D11.9. Item Records Frozen for Inventory Recount. If the requested item record is frozen for inventory recount and the input results in a 469 reject, Customer Service Center personnel will retain copy 2 of the reject and forward all remaining copies to Storage element personnel. Storage element personnel will notify Customer Service Center personnel upon completion of the inventory recount for re-input the issue request if the property is still required.

11D11.10. Bench Stock Issue (1BS) Transaction Format. Requests replenishment of items stored in bench stock.

11D11.10.1. Input Restrictions. None.

11D11.10.2. Output. See [Attachment 11D-12](#).

11D11.10.3. Input Format and Entry Requirements: Screen 1BS: /082.

Table 11D11.1. Bench Stock Issue (1BS) Transaction Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3 3		Transaction Identification Code	1BS
4-5 2		System Designator	
6-10	5	Organization and Shop Code	Note 1
11	1	Blank or +	Note 2
12-15	4	Bench Stock Item Number	Note 3
16	1	TEX Code, if applicable	Note 4
17	1	Blank or Label Request Code	Note 5
18-77	60	Additional Bench Stock Item Number	Note 6
78-80 3		Blank	
81-83	3	IMDS CDB Originating Terminal ID	Note 7

NOTES:

1. Bench Stock detail record must be in the database for input organization and shop code.
2. When a plus sign (+) is present in position 11, only the item number reflected in positions 12-15 will be replenished.
3. Enter the item number of the first bench stock item requiring replenishment.
4. Only TEX blank, B, C, M, @, 3, or 4 are authorized.
5. Enter L for a bin label request without a bar -code or B for a bin label request with bar-code. The bin label will be printed, if requested, during end-of-day processing of the D38 report.
6. Enter additional item number and applicable TEX code or blank for items requiring replenishment. Item numbers must be four-position numeric 0001 through 9999. Each item being replenished requires a series of six-position fields arranged in the same format as in positions 12-17. Additional 1BS inputs will be required when more than 11 items require replenishment.
7. For IMDS CDB only. This information is required by IMDS CDB for returning rejected transactions or management notices to the originator for resolution.

ATTACHMENT 11D-12

**BENCH STOCK ISSUE (BSU) OUTPUT ISSUE DOCUMENT FORMAT AND DOCUMENT
FLOW - DD FORM 1348-1A**

11D12.1. Purpose. Provide the document flow and output form at for DD Form 1348- 1A, output issue document created as a result of bench stock issue (BSU) transaction processing.

11D12.2. Bench Stock Issue Document Flow .

11D12.2.1. Customer Service Center. Create the master bench stock issue request for items requiring replenishment.

11D12.2.2. Computer Operations. Process output as follows.

11D12.2.2.1. Bench stock issues. Interpret and sort issues as explained in [part 4](#), and forward to Storage and Issue or applicable satellite account.

11D12.2.2.2. DD Form 1348-1A issues. Forward to Storage element. Forward DD Form 1348-1A issues for satellite organizations output at the RPS/main system to the appropriate satellite account.

11D12.2.2.3. Management notice I023 (other asset data). Forward to Customer Service Center personnel.

11D12.2.3. Storage and Issue.

11D12.2.3.1. Off-base issues. Select the property to be issued and enter the date and name of the individual selecting the property on line 29 of the DD Form 1348-1A. Forward property with DD Form 1348-1A attached to transportation for shipment. The transportation function will sign, date, and distribute the DD Form 1348.

11D12.2.3.2. Bench stock issues. Select the property to be issued and enter the date and signature of the individual selecting the property on line 29 of the DD Form 1348-1A; notify the BSSS when property is ready for pickup.

11D12.2.4. LRS Vehicle Dispatch element.

11D12.2.4.1. On-base, pick up the property from the Storage Element and deliver items to bench stocks and bin the items in the bin locations.

11D12.2.4.2. Off base, deliver items issued to bench stocks when such action is included in AFR 11-4 base tenant agreements and, if specifically required, bin the items in the bin locations. A signature will be obtained from organization representatives for bench stock issues with any of the following characteristics: sensitive items, pilferable items, issues having an extended cost of \$1,000.00 or more, issues to Non-Air Force Activities (Type Organization S), or items coded Secret or Confidential.

11D12.2.4.3. Issued to non-Air Force activities (Type Organization S). Issue documents to non-Air Force activities will be processed as auditable documents.

11D12.2.5. Management Notice I023. This output will be used to coordinate with the customer if a substitute is available for issue.

11D12.3. Bench Stock Issue (BSU) Output Issue Document Format.

11D12.3.1. Purpose. These documents are used by Storage element to select property from applicable warehouse locations.

11D12.3.2. Output Destination. RPS/main system.

11D12.3.3. Input. Handheld terminal.

11D12.3.4. Output Format. This format is produced if the 001-TYPE-FORM-FLAG equals A or B.

Table 11D12.1. BSU Output Document (DD Form 1348-1A) Format.

IRRD BLOCK LOCATION	LINE	POS	MAX LENGTH	TEXT/ DESCRIPTION	REMARKS
PP (1-3)	4	1-3	3	Constant (BSU)	
PP (4-6)	4	4-6	3	Delivery Destination	
PP (23-24)	4	9-10	2	Unit Of Issue	
PP (25-29)	4	11-15	5	Quantity	
PP (55-56)	4	27-28	2	System Designator	
6 7		52-57	6	NMFC	
7 7		65	1	Freight Rate	
8 7		69-70	2	Type Cargo Codes	
9	10	49	1	Controlled Item Code	
16 16		46-78	33	Type Cargo Code Phrases separated by a slash (/)	
17 Line 1	18	49-78	30	Controlled Item Code Phrase	
24 Line 8	13	16-29	14	Document Number	
25 Line 2	17	11-21	11	Warehouse Location	
25 Line 2	17	28-39	12	Serviceable Balance = 0 Phrase	Note 1
25 Line 6	21	10-24	15	Stock Number	
26 Line 3	27	14-24	11	Bin Location	
26 Line 3	27	49	1	Precious Metal Indicator	
26 Line 3	27	51-79	29	Precious Metal Phrase	
26 Line 4	28	1-23	23	Constant TYPE TRANS: BENCH STOCK	
27 Line 4	29	3-31	29	Transaction Date/Serial Number (Bar Code)	Note 2
27 Line 4	36	44-80	37	Constant SIGNATURE/DATE: _____	
27 Line 7	39	5-13	9	Transaction Date/Serial Number	

NOTES:

1. The phrase 'SERV BAL = 0' is printed when the item record serviceable balance is reduced to zero.
2. Bar coded transaction date and serial number will be printed if the 001-TYPE-DEVICE equals 028.

